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THE UNIVERSITY OF MICHIGAN · LIBRARIES ·

GUIDE TO THE USE OF LIBRARIES

LIBRARY SCIENCE 12 MANUAL

BY

THE REFERENCE DEPARTMENT OF THE
UNIVERSITY OF ILLINOIS LIBRARY

Urbana, Illinois
University of Illinois
1919

Library Science
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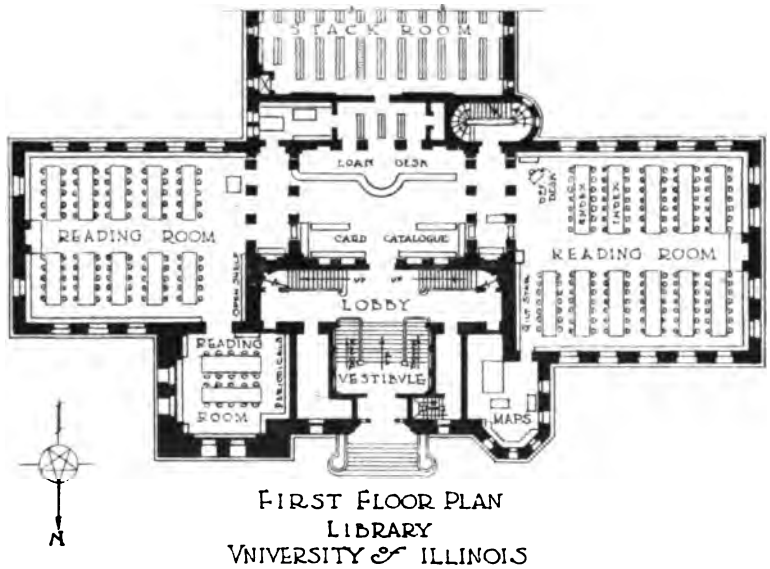
LIBRARIES: THEIR FUNCTION AND THE VALUE OF KNOWING HOW TO USE THEM.

1. Libraries were once regarded simply as a place in which to keep books, a storehouse of knowledge, in other words, where the stress was laid on the preserving of records rather than on the using of them. However, during the last few decades, the tendency has been to make the library an active working agency in the community in which it is located. The historical idea is not now the only one. Our public libraries in the larger centers assist in meeting civic needs, not only recreational, but also educational and sociological. So-called "special" libraries as maintained by large business houses, manufacturing and engineering firms meet a definite demand in the way of furnishing information along the lines of the firm's particular interest.

The college library has a somewhat different, though very real service to perform. The field covered is broader than that of any special library; there is less of the purely recreative purpose than in the public library. Here, in addition to supplying reading and study room facilities, the primary purpose is to make possible the investigation of any desired subject. The library becomes the common laboratory of students and teachers alike, irrespective of their special field of interest, be it engineering, medicine, agriculture, commerce, science or the liberal arts.

In any laboratory, the best use of its facilities can only come to those who know something of the subject. Equipment in a physics laboratory that is of only passing interest to the casual observer has much more meaning when some knowledge of the subject is brought to bear. Likewise, the library - the laboratory of books - offers things of interest to even the uninformed mind, but an adequate use of its facilities can only come to one who knows something of its organization and resources. This information might come in time through a continued use of the library and the gradual discovery of its make-up, but in the meantime, many short cuts would have been missed and some valuable material entirely overlooked. For this reason, a systematic study of the library, its arrangement, important records, and resources is well worth while and will be found to bear abundant returns. By knowing just where to go and how to proceed to get the desired assistance; by having a definite idea as to what information is available, and where, the student gains in efficiency not only in the time saved but also in the thoroughness with which he investigates a subject. He has the satisfaction of knowing that he is making the best possible use of the facilities which the library offers and this lends a feeling of mastery of the situation and satisfaction in the results. The sooner this information is gained, the better, as the more opportunity there will be for using it and in any case it should always be borne in mind that much of what is learned about the organization and equipment of the University of Illinois Library is applicable to other libraries of the country and will be found helpful in their use. Throughout the course in the use of libraries and reference books, it should be remembered that the purpose of gaining this information is not an end in itself, but simply a means to an end - to assist in the field of one's special



FIRST FLOOR PLAN
LIBRARY
VNIVERSITY & ILLINOIS

CHAPTER I

THE UNIVERSITY OF ILLINOIS LIBRARY

2. The University of Illinois Library is as old as the university, for in 1867, 644 volumes were purchased for $1000.00 appropriated by the trustees. Thirty years later the Library Building was erected. At that time the library had been supported for twenty years by special appropriations from the legislature, and had attained the size of nearly 35,000 volumes. In the next ten years it grew to be ten times as large. In 1919 it contains over 420,000 volumes and it is growing at the rate of about 30,000 volumes a year. Not all of the Library, however, is housed in the Library Building. There are department libraries and reading rooms in several of the university buildings, which contain different sized collections of the books belonging to the University Library, leaving in the Library Building about 200,000 volumes which are called the General Library.

The department libraries are:

Agriculture	117 Agricultural Building
Architecture	419 Engineering Building
Ceramics	202 Ceramics Building
Chemistry	257 Chemistry Building
Classics	106 Lincoln Hall
Commerce	208 Commerce Building
Economics and Sociology	302 Lincoln Hall
Engineering	119 Engineering Building
English	204 Lincoln Hall
History and Political Science	303 Lincoln Hall
Law	Law Building
Mathematics	436-A Natural History Building
Modern Languages	203 Lincoln Hall
Natural History	225 Natural History Building
Philosophy, psychology and education	109 Lincoln Hall
Physics	201 Physics Building

3. ARRANGEMENT OF THE GENERAL LIBRARY:- The public reading rooms of the library are at the front (north) of the building, on the second floor; the south wing of the building and all the basement and third floors being reserved for stacks (book rooms) and administrative offices and work rooms of the library staff.

Referring to the plan, it will be seen that a person who has entered at the north door or main entrance of the building must ascend a short flight of stairs to reach the second floor. Passing through the doorway at the head of the stairs, he will find facing him a curved counter which is called the Loan Desk. Turning to the left, he will pass between pillars into the East reading room and turning again to the left he approaches a small room called the Tower room. (These two rooms are sometimes called Periodical rooms, because they contain chiefly periodicals or magazines.) On the way into the Tower room he passes a collection of books on the west wall, which is called the Open Shelf Collection.

As he returns past the Loan Desk, he faces the West reading room, which takes its name Reference Room from the kind of books shelved in it. In the Reference Room, near its entrance, he will find at the left the desk for the Reference Librarian and at the right, low cases for atlases and directories. Going to the right, i.e., north, he will pass the Gilt Star Collection on his way to the Map Room, which opens from the north-east corner of the Reference Room.

Retracing his steps to the Loan Desk and facing the entrance of the library, he will see on either side of the doorway the cabinets of drawers which contain the card catalog of the Library, and between himself and the catalog, counters on which the catalog drawers may be laid for consultation.

4. GENERAL REGULATIONS FOR THE USE OF THE LIBRARY:- Library rules are made with the intention of giving to a large number of people the best opportunity possible to use the library for the purpose for which it is intended. As a university library is to be used primarily for study and investigation, its rules are formed to provide quiet surroundings for the former purpose and quick access to material needed for the second. Hence, rules of the University of Illinois Library limiting conversation and restricting the circulation of certain books are made simply for the benefit of those who use the library.

Consider a library in which no rules of conduct are kept. You come to study in it, and you find it in such a hubbub, with people talking louder and louder to be heard, that you cannot "hear yourself think", as the saying is. You come in in a hurry to look up an address or verify a quotation, and you find that someone has the city directory or the quotation books out and they will not be returned until next week. You have to read a chapter in a book for a class assignment, and you find that someone has taken the book out and will not return it until after the class has met. You want to look up some statistics and you find the tables in the census report so marked up that you cannot decipher the figures. After some difficulty you have found a reference to an article in a periodical on some subject on which little has been published, but when you open to the place where the article should be, you find that some inconsiderate student has removed the pages. Hence you will find that the Library Regulations (See University of Illinois Regulations for the Guidance of Undergraduate Students, Appendix II) are for the purpose of having the books on hand in the Library when they are most needed. Fines are imposed for infringement of the rules, not to increase the revenues of the University, but simply because no other way has yet been discovered for the protection of the rights of the many against the few who will not voluntarily work together for the common good.

5. HOW TO OBTAIN LIBRARY BOOKS:

L o a n D e p a r t m e n t: If the student knows what books he wants and how to use the card catalog of the library, he will fill out for each book desired a call slip, which he finds on one of the counters near the catalog, and present it at the Loan Desk. Unless the book is shelved in a department

library or one of the reading rooms, or unless it is charged out to someone, the assistant at the Loan Desk will bring it from the stacks. The student will then sign the call slip, which becomes the Library's receipt from him for the book, which must be returned in two weeks. If it is on reserve for the use of classes, the student will sign a slip promising to return the book before leaving the Library.

Reference Department: If the student does not know how to find the book he wants through the card catalog, or if he does know what books will give him the desired information, he should ask for aid at the Reference Desk, as it is the work of the Reference Department to help people find what they want in the library.

6. SPECIAL COLLECTIONS IN THE READING ROOM:-

Periodicals. The bound volumes of about seventy of the most generally used periodicals are shelved alphabetically around the walls of the Periodical rooms. Bound volumes of other periodicals are in the stacks and Department libraries. On the west wall of the Tower room are kept alphabetically in pigeon holes the current issues of these periodicals and of about four hundred others. A few of the most used are in binders on the tables. A list of the current magazines is hung on the door near the pigeon holes. Older issues must be called for at the Loan Desk, except the bound volumes found in the Reading rooms.

Reference Books: Books which are to be consulted for definite information such as dictionaries, encyclopedias, indexes, and atlases, are shelved in the Reference Room, arranged by subject. A plan showing the arrangement of these books will be found on the end of the Loan Desk nearest the Reference Room.

Books for Reading: If anyone wants a good book for reading at home and cannot think of one which he wishes to read, he may find what he wants by looking over the collections in the Reading rooms, known as the Gilt Star and Open Shelf collections. If he wants a novel, he should look in the Gilt Star collection in the Reference Room. If he wants a good biography, or book of travel, or poetry, or a popular book on some art or science, he will find such books in the Open Shelf collection in the East reading room. On the east end of the Loan Desk, too, he will find a smaller group of books, which are changed every week.

Books taken home from these collections should be signed for at the Loan Desk.

The Open Shelf and Gilt Star collections, like the reference books, are arranged by their call numbers in accordance with the classification scheme used in the Library, which is explained in the following chapter. Small printed lists, not only of the novels included in the Gilt Star collection, but also of plays and short stories may be obtained at the Loan Desk.

CHAPTER II

ARRANGEMENT OF BOOKS IN A LIBRARY: CLASSIFICATION.

7. CLASSIFICATION DEFINED.-To assemble a number of volumes together in one place and arrange them side by side on shelves is not sufficient in a present day well organized library. There must be some grouping of books so that those having characteristics in common will stand together. This process is called classification.

The basis of the similarity between the books may be an artificial one such as size, color of binding, or order of purchase, but in any case it should be determined by the use to which the particular collection is to be put. The arrangement suited to one purpose may not be suited to another. A printer might arrange his volumes as to the style of type; a binder as to their bindings, a collector of old books as to their date of printing, a book store alphabetically by their publishers or authors. In a library for general use, however, those classification systems have been found most satisfactory which arrange books according to the subjects with which they deal. This would group all of the algebras; all of the botanies in one place. All of the histories of England would be together; likewise, all those of France, and those dealing with general European history would be not far distant.

8. SYSTEMS OF CLASSIFICATION.- Many systems of classification have been formulated, but there are three in most common use in the libraries of this country today: the Expansive Classification, the Library of Congress Classification, and the Decimal Classification. These differ as to their grouping of the various subjects and in their notation, or shorthand method of indicating each subject.

9. The EXPANSIVE, or CUTTER classification as it is sometimes called from the name of its author, C. A. Cutter, uses the twenty-six letters of the alphabet as the basis of its notation, and has, consequently, a large number of general divisions, or subjects. The main divisions of this classification are as follows:

A General works
B Philosophy
C Judaism and Christianity
D Ecclesiastical history
E Biography
F History
G Geography and Travels
H Social sciences
I Demotics, Sociology
J Civics, Government, Political Science
K Legislation
L Mathematics, Physics, Astronomy
M Natural History
N Botany
O Zoology

P Vertebrates
Q Medicine
R Technology
S Engineering
T Power, Mechanical Engineering
U Combative and preservative arts
V Recreative arts
W Art
X Philology
Y Literature
Z Book arts

10. The LIBRARY OF CONGRESS system, devised to meet the special needs of our national library at Washington, has since been adopted by other libraries although its use is much less general than that of the other classifications mentioned. It uses for its notation the letters of the alphabet followed by Arabic figures or in some cases, by an additional capital letter and figures. The main classes of this scheme are

A General works - Polygraphy
B Philosophy - Religion
C History - Auxiliary sciences
D History and topography (except America)
E and F American history
G Geography - Anthropology
H Social sciences
J Political science
K Law
L Education
M Music
N Fine arts
P Language and literature
Q Science
R Medicine
S Agriculture - Plant and animal industry
T Technology
U Military science
V Naval science
Z Bibliography and Library science*

11. The DECIMAL classification, worked out by Melvil Dewey, is the system most often used in the public and college libraries of this country. It is also found to some extent in the libraries of foreign countries since its notation, the Arabic-numerals, are adaptable to any language.

According to this scheme the field of knowledge is divided into nine main classes and books are arranged under these nine groups numbered 1 to 9. A tenth class marked with an 0 is added for encyclopedias, periodicals and other publications so general in character as to belong to no one group. Each class is divided into nine divisions. These divisions are again subdivided into nine sections. Then a decimal point is used and

---

*U.S. Library of Congress. Classification; outline scheme of classes. Preliminary, Dec. 1909.

beyond this the subdivision is repeated as often as necessary. Thus, in the number 788.3, 7 indicates the class Fine arts, 8 the division Music, the second 8 the section Wind instruments, and of the various wind instruments - horns, flutes, clarinets, etc. - the cornet is assigned the number 3. All the books on the cornet would have this number, and all the books bearing this number would stand together. In this way all books on the cornet would be found in one spot, immediately preceded by material on the trombone and the trumpet, marked 788.2 and 788.1 respectively . On the shelf preceding these would stand books on the wind instruments in general bearing the number 788.

Following is a summary of the ten classes showing the nine divisions of each class:

000 GENERAL WORKS
- 010 Bibliography
- 020 Library economy
- 030 General cyclopedias
- 040 General collections
- 050 General periodicals
- 060 General societies
- 070 Newspapers
- 080 Special libraries. Polygraphy
- 090 Book rarities

100 PHILOSOPHY
- 110 Metaphysics
- 120 Special metaphysical topics
- 130 Mind and body
- 140 Philosophical systems
- 150 Mental faculties. Psychology
- 160 Logic. Dialects
- 170 Ethics
- 180 Ancient philosophers
- 190 Modern philosophers

200 RELIGION
- 210 Natural theology
- 220 Bible
- 230 Doctrinal. Dogmatics. Theology
- 240 Devotional. Practical
- 250 Homiletic. Pastoral. Parochial
- 260 Church. Institutions. Work
- 270 Religious history
- 280 Christian churches and sects
- 290 Ethnic. Non-Christian

300 SOCIOLOGY
- 310 Statistics
- 320 Political science
- 330 Political economy
- 340 Law
- 350 Administration
- 360 Associations and institutions
- 370 Education
- 380 Commerce. Communication
- 390 Customs. Costumes. Folklore

400 PHILOLOGY
- 410 Comparative
- 420 English
- 430 German
- 440 French
- 450 Italian
- 460 Spanish
- 470 Latin
- 480 Greek
- 490 Minor languages

500 NATURAL SCIENCE
- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Geology
- 560 Paleontology
- 570 Biology
- 580 Botany
- 590 Zoology

600 USEFUL ARTS
- 610 Medicine
- 620 Engineering
- 630 Agriculture
- 640 Domestic economy
- 650 Communication. Commerce
- 660 Chemical technology
- 670 Manufactures
- 680 Mechanic trades
- 690 Building

700 FINE ARTS
- 710 Landscape gardening
- 720 Architecture
- 730 Sculpture
- 740 Drawing. Decoration. Desi
- 750 Painting
- 760 Engraving
- 770 Photography
- 780 Music
- 790 Amusements

800 LITERATURE
- 810 American
- 820 English
- 830 German
- 840 French
- 850 Italian
- 860 Spanish
- 870 Latin
- 880 Greek
- 890 Minor languages

900 HISTORY
- 910 Geography and travels
- 920 Biography
- 930 Ancient history
- 940 Europe
- 950 Asia
- 960 Africa
- 970 North America
- 980 South America
- 990 Oceanica and polar regions

This is the bare skeleton of the system. The classification, first developed in 1873, has been constantly passing through new editions and revisions. It is now in its ninth edition and fills a volume of eight hundred and fifty-six pages. In the use of this classification, the so-called "relative" index in the back of the book will be found especially helpful.

The Decimal Classification is the system used in the University of Illinois Library.

CHAPTER III.

ARRANGEMENT OF BOOKS IN A LIBRARY (Continued): CALL NUMBERS

12. AUTHOR NUMBERS.- As we have seen in the preceding chapter, books are arranged on the shelves according to their numbers, and in this way all of the books on the same subject are grouped together. This makes it possible to locate at a moment's notice books dealing with any particular subject, e.g. the history of the United States, but sometimes the request is for a book by some special author, e.g. McLaughlin's History of the American Nation. Of course this could be found by looking over all of the books marked 973, but the task in a library where there is a large number of United States histories would be a long one. In order to obviate this, it has seemed practical to arrange alphabetically by their authors' surnames those books bearing the same classification number. In this way, McLaughlin's History of the American Nation precedes McMaster's A History of the People of the United States and follows Channing's A History of the United States. It would be possible to shelve the books alphabetically from the author's name as it appears on the binding title page, but this method is slow and inconvenient. It is much easier to find and to replace books if the author's surname appears directly below the classification number. Here again a shorthand method is brought to bear and the author's name instead of being written out in full is expressed by the initial letter (or sometimes letters, in the case of vowels) followed by two or three Arabic numerals. These numbers are assigned from the Cutter or Cutter-Sanborn tables which are so constructed that the names whose initials are followed by some of the f i r s t letters of the alphabet, have the f i r s t numbers, and those in which the initials are followed by l a t e r letters have l a t e r numbers.

E.g.,	Garfield	G167	Gore	G729
	Gerry	G321	Grand	G762
	Gilman	G352	Grote	G915
	Glover	G518	Guizot	G949

If the books are arranged in the order of these numbers, of course they will be in alphabetic order.*
Thus, for Channing, C362 is used; for McMaster, M227; for McLaughlin M222. This combination of letters and figures to express an author's name is called the author number.

13. WORK MARK.- Sometimes an author has written several books on the same subject; e.g. Channing has written one book entitled A History of the United States and another entitled First Lessons in United States History. In order to distinguish

---

*Cutter, C. A. Explanation of the alphabetic-order marks. (Three-figure tables) 1913. p.3-4.

between these and give each a definite location, a letter, called the work mark, is added to the author number. This letter is usually the first letter of the first word not an article in the title; in this case, "h" or "f".

14. BOOK NUMBER.- The work mark, as a rule, follows the author number-for example, C362h- and the two together form the book number.

15. CALL NUMBER.- The classification number and the book number comprise the call number, e.g. 973. No two books in the
C362h
library have the same designation. Distinction is made between different volumes and various copies by adding to the call number the volume or copy number; 973 This number distinguishes
C362h
v.2 cop.3
a book from every other book in the library, it assigns a definite location on the shelves, and furnishes the device by which a book is called for or is referred to in all of the records of the library.

Following is a list illustrating typical call numbers and some of the exceptions to the general rule. It will be seen from a study of these numbers that each figure and letter has a definite reason for being there, and this knowledge may emphasize the importance of avoiding mistakes in copying call numbers and may add something of interest to the mere routine of using them.

370 Henderson, Charles Hanford
H38w What is it to be educated?

823 Defoe, Daniel
D36r Robinson Crusoe

823 Dickens, Charles
D55 Complete works (1912)
Ed.1912

823 Dickens, Charles
D55b Barnaby Rudge

823 Dickens, Charles
D55d David Copperfield

823 Bluhm, Gustav Richard
D55dYb Autobiographisches in David Copperfield

B Curtis, George Ticknor
W378c Daniel Webster

B McMaster, John Bach
W378m Daniel Webster

*q920 Great men and famous
G79 women

016.942 Cannon, Henry Lewin
C16r Reading references for English history

A942 Gross, Charles
G9152 Sources and literature of English history

942 Green, John Richard
G82 History of the English people

942 Green, John Richard
G82s2 Short history of the English people. Ed.2

---

*"q" and "f", preceding a call number, indicate that the book is a quarto or folio. As there are special shelves for these tall books, this indication of

823 Dickens, Charles
D55n Nicholas Nickleby

823 Chesterton, Gilbert Keith
D55Yc Charles Dickens, a critical study

823 Whipple, Edwin Percy
D55Yw Charles Dickens, the man and his work

8[illegible] Goethe, Johann Wolfgang von
I1[illegible] Goethe's works (1828)

910.5 National geographic magazine
NG

*f912 Rand, McNally & Co. Pub.
914rA The library atlas of the world (1914)

942.05 Greighton, Mandall
C86a The age of Elizabeth

942.05 Corbett, Julian Stafford
D78Wc Sir Francis Drake

*q942.1 Chamberlain, Henry
C35 History and survey of London

943 Baring-Gould, Sabine
B23g The story of Germany

1912 Stowell, Charles Jacob
St7 Studies in trade unionism in the custom tailoring trade

---

*"q" and "f", preceding a call number, indicate that the book is a quarto or folio. As there are special shelves for these tall books, this indication of a size is helpful in determining the proper location for a book.

CHAPTER IV

SHELF LIST

16. The Shelf List, as its name implies, is a list of the books in the library arranged in the order in which they stand on the shelves. Each book, or set of books is represented by a separate card and these cards are filed according to their call numbers.* The following information appears on the cards: call number, author's name, title and accession number. (Accession numbers are the numbers assigned to books to indicate the order in which they are added to the library.) Figure 1 illustrates a shelf card for a one volume work of which two copies are in the library, one copy being in the General Library (This may always be inferred if no location is designated.) and the second copy being in a department library.

```
|370    Henderson, Charles Hungerford.  |
|38w      What is it to be educated?    |
|       223990                          |
|       234147 cop. 2                   |
| cop 2                                 |
|Education                              |
|Department                             |
```

Figure 1. Shelf List card for a one volume work.

Figure 2 and Figure 3 illustrate shelf list cards for works in sets and for periodicals or serial publications.

```
| 942   Green, John Richard.            |
| G82     History of the English people.|
| cop.2        27313-16 v. 1-4          |
| History      283479-82 v. 1-4 cop. 2  |
| Department                            |
| cop.3        312561-63 v. 1-3 cop. 3  |
| Economics    312589 v. 4 cop. 3       |
| Seminar                               |
```

Figure 2. Shelf List card for a work in several volumes, copies of which are in different departments of the library.

*The list of call numbers in the preceding chapter is arranged in shelf list order.

*The list of call numbers in the preceding chapter is arranged in shelf list order.

634.05 Fruit growers' journal.
F

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100

The Library has those that are checked.

Figure 3. Shelf list card for a periodical.

The Shelf List is of secondary importance to the ordinary user of the library. Its main purpose, so far as he is concerned, is to indicate the number of copies of a book in the library and their location on the Campus; or he may in rare cases use it making an estimate of material in the library on a certain subject.

CHAPTER V

THE CARD CATALOG

17. If you were looking in Hazen's Modern European History for an account of the Congress of Vienna you probably would not start at the beginning of the book and slowly examine one page after another until you chanced upon the information desired, but turning to the index in the back you would glance down the columns until you noticed "Congress of Vienna, 241-42, 244, 249-57," the exact pages to be consulted. If you went to the library for the first time in quest of a particular book, such as Henderson's What is it to be Educated? you might wander for a few minutes about the reading rooms seeking the book among the many others on the shelves, but soon concluding that this was a poor method of procedure you would doubtless ask assistance from a librarian who would direct you to the card catalog. Thus you would find a certain book in the library by means of the card catalog: the index to the library collection.

18. The card catalog.- At one time library catalogs were printed in books, well known examples of which are the catalogs of the British Museum, the Boston Athenaeum and the Peabody Institute. This system, however, has generally been superseded by the catalog on cards because the latter can be easily kept up to date by the addition of cards for each new book added to the library and the arrangement of cards can be changed.

The card catalog is in small drawers lettered somewhat like "A-Abel", "Aben-Aca", "Aco-Adano", etc. You can return a drawer to its proper location in the case by means of the tray number which corresponds to a compartment number on the case. In each drawer the cards are read from the front to the back and are arranged alphabeticallly according to the headings on the first lines of the cards as words are arranged in an index to a book or in a dictionary. In fact, this form of card catalog is often called a dictionary card catalog.

19. Guide cards.-Heavy manila cards with letters written on projecting portions, which indicate what card is filed directly behind, are inserted at short intervals among the other cards and facilitate the use of the catalog. These are called guide cards and correspond to the thumb index in a dictionary.

20. Author, title and subject cards.- Each book whether it is kept in the General Library or in a department library, is represented in the catalog by one or more cards. There is one card which has on the first line the author's name inverted, if his name is known, a second which has the title of the book, if it is unusual or striking, and a third which has the subject of the book, if it is at all important. The subject is the word or phrase selected by the librarian which describes the contents of the book most specifically. In the upper left hand corner of the card is given the book's call number which shows its location on the library shelves. The call number, author and title should be copied on a call slip before asking for the book at the Loan Desk.

If you were interested in finding all the cards in the catalog for Henderson's What is it to be Educated? you would find three cards as follows:-

1. An author or main entry card.

370 H38w	Henderson, Charles Hanford. What is it to be educated? Boston, 1914. 462p.

2. A title card.

	What is it to be educated?
370 H38w	Henderson, Charles Hanford. What is it to be educated? Boston, 1914. 462p.

3. A subject card, with the heading in red.*

	E d u c a t i o n
370 H38w	Henderson, Charles Hanford. What is it to be educated? Boston, 1914. 462p.

*Words which would be in red in the card catalog have the letters spaced in the examples of cards in this and the following chapter.

By consulting author, title, or subject cards you can usually decide whether or not the library has books by a certain author, a book with a given title, and books on a special subject. If you wanted a book by an author with a common surname and you did not know his given names, such as Brown's Principles of Commerce, it is quicker to look under the subject of the book rather than under the author's name, because there are probably more than a hundred cards with Brown as a heading.

21. LIBRARY OF CONGRESS CARDS. Many librarians buy cards printed by the Library of Congress for use in their catalogs: an economy in time and money. These cards give fuller data than cards typed in the local library, such as name of publisher, size and price of the book, sometimes an outline of its contents, etc.

Bailey, Liberty Hyde, 1858–

The principles of fruit-growing, with applications to practice, by L. H. Bailey. 20th ed., completely rev. New York, The Macmillan company; London, Macmillan & co., ltd., 1915.

xiv, 432 p. incl. front., illus. 19½cm. (*Half-title:* The rural science series, ed. by L. H. Bailey) $1.75

First published in 1897.

1. Fruit-culture.

Library of Congress SB355.B15 1915 15—5322

——— Copy 2.

Copyright A 397007 [s19h6]

Explanation of card. 1858= date of author's birth. 20th ed., completely rev.= 20th edition completely revised. New York 1915= place and date of publication. Macmillan company= name of publisher. xiv= pages numbered with Roman numerals. 432p.=main paging. incl.front.=including frontispiece. illus.= illustrated. 19½cm.= size of the book in centimeters. The rural science series= name of series to which the book belongs. ed. by L.H.Bailey= name of editor of the series. $1.75= price. Fruit culture= subject heading used in the Library of Congress. 15-5322= serial number of this catalog card. SB355.B15 1915= Library of Congress call number. ------ ------Copy 2= Library of Congress has a second copy.

22. CROSS REFERENCE CARDS. An author's works are listed under his real name in full and a cross reference "see"card is made

from the pseudonym, or from the common form of his name if there is the least chance that the latter will be looked for. Examples:

Twain, Mark, pseud. see Clemens, Samuel Langhorne.

Matthews, Brander, see Matthews, James Brander.

23. When a subject might be looked for under either of two headings: e.g., "Aviation" or "Aeronautics"; "Gothic architecture" or "Architecture, Gothic", only one is selected as a heading for the publications pertaining to the subject, and a cross reference "see" card is made from the form of heading not chosen, as follows:

Aviation, see Aeronautics

Gothic architecture, see Architecture, Gothic.

24. If you had looked over the cards under "Aeronautics" and had not found the sort of book you desired you would probably have noticed a cross reference "see also" card similar to the following:

Aeronautics, see also Aeronautics, Military Airships Balloons Kites

By consulting the cards for the related subjects referred to on this "see also" card you might have found just what you had in mind.

25. Books about more than one subject. - A book about more than one subject has more than one subject card. For example, Lippmann's Engraving and Etching has one subject card under "Engraving" and a

THE CARD CATALOG (continued)

26. SUBDIVIDED SUBJECT HEADINGS.—If you examined the catalog carefully you would notice that large subjects are often subdivided into smaller groups, subject headings are sometimes inverted, and occasionally made up of a phrase or running heading.

Music
Music-Dictionaries
Music-History
Music-Periodicals
Music-Study and teaching
Music,Gregorian
Music in art

France
France-Army
France-Constitution and government
France-Description and travel
France-Education
France-History
France-Maps

The history of a number of the largest countries is subdivided by periods.

France-History
France-History-Early period to 987
France-History-Capet and Valois, 987 to 1589

Only literature and language subjects about a country have the adjective form of the country for subject headings.

French literature
French literature-Collections
French liturature-History and criticism

27. SUBJECT CARD FOR BIOGRAPHY.—The name of the person written about is used for the subject heading. Green cards are sometimes used.

	For Biography of
	M i l t o n , J o h n , see
B	Garnett, Richard.
M662g	Life of John Milton. London,
	1890.
	200p.

28. A book which is about a few persons has a subject card for each. For example, Glover's Poets and Puritans would have nine subject cards: one for each of the writers mentioned in the Contents of the following example.

```
For Biography of
    M i l t o n , J o h n , see
928.2 Glover, Terrot Reaveley.
G51p      Poets and Puritans. London,
1918
323p
          Contents. Spenser. Milton. Evelyn.
     Bunyan. Cowper. Boswell. Crabbe.
     Wordsworth. Carlyle.
```

29. SUBJECT CARD FOR CRITICISM.- The name of the person whose work is criticised is the subject heading. Criticism cards are sometimes yellow.

```
For criticism of
    M i l t o n , J o h n ,
    P a r a d i s e  L o s t , see
821 Woodhull, Marianna.
M64pYw The epic of Paradise Lost; twelve
     essays.  New York, 1907.
375p
```

30. SUBJECT CARD FOR BIBLIOGRAPHY.- This card may have at the top the phrase "For bibliography of", or it may include the abbreviation "Bibliog." as a subdivision of the heading. Bibliography cards may be blue.

```
    T h e a t e r - B i b l i o g .
792      Chambers, E. K.
C35      Medieval stage. 1903.
v.1      v.1, pref.p.13-42.
```

31. SUBJECT CARD FOR PERIODICAL.- A magazine on a definite topic has for subject heading the name of the subject about which the magazine deals, followed by the word "Periodicals".

```
P h o t o g r a p h y - P e r i o d i c a l s
770.5     Photo-era; the American journal
PH         of photography. 1898-Feb.
           1903, July 1903-date. v.1-10,
           no.2, 11-date.  Boston, 1898-date.
```

"-date" on the above figure means that the library has the current, or recent numbers. Any gaps in the library set are noted; in this instance, numbers for March through June 1903 are lacking

32. TITLE CARD FOR PERIODICAL.- Every periodical has a card with its name as a heading. Since periodicals have no definite author, this is the main card, and in the case of many periodicals, the only card.

```
| 051     Atlantic monthly. Nov.1857-date.
| A         v.1-date.   Boston, 1857-date
```

33. JOINT AUTHOR CARDS.- When a book is by more than one author an entry is made under each author's name.

```
|            Edgell, George Harold, and
| 720.9    Kimball, Sidney Fiske.
| K56h       History of architecture, by Fiske
|          Kimball and George Harold Edgell,
|          New York, c.1918.
|            621p.
```

34. EDITOR, TRANSLATOR, COMPILER, AND ILLUSTRATOR CARDS.- If the men are sufficiently prominent, or the books might be wanted because of their editorship or illustrations, cards are included with the names of editors, translators, compilers and illustrators as headings, followed by the abbreviation "ed.", "tr.". "comp", and "illus.

```
|          Hudson, Henry Norman, ed.
| 822.33 Shakspere, William.
| S7h      Tragedy of Hamlet. 1900.
```

35. CARDS FOR PART OF A BOOK.- A book which includes works by different authors may have a so-called author analytical card under the name of each author with page reference to his work.

```
| 808.3     Maupassant, Henri Rene Albert Guy de.
| C64s5       The necklace and The string, tr.
|             from the French by the editor, Sherwin
|             Cody. (see Cody, Sherwin, ed.
|             Selections from the world's greatest
|             short stories. 1906. p.319-42).
```

36. A story, play, or poem which is published in a collection may have a title analytical card.

```
|          Middle years.                    |
|813      James, Henry.                     |
|J23      Novels and tales.   New York,     |
|Ed.1907  1907.     v.16, p.75-105.         |
|v.16                                       |
```

37. If specific parts of a book treat of different subjects, a subject analytical card is sometimes made for each subject. See section 28.

38. SERIES CARD. - The series to which a book belongs is usually noted on the author and subject cards. See section 21. For an important series, a card is inserted listing all the books in the series which the library possesses.

```
|          Rural science series; ed, by     |
|            L.H. Bailey.                   |
|634      Bailey, L.H. Principles of fruit  |
|B15pr20   growing.  20th ed.    1915.      |
|635      Jordan, W.H. Feeding of animals.  |
|J767       7th ed.     1909.               |
```

39. EDITION. - Such phrases as "3d ed.", "new ed.", "ed.2 rev. and enl." after the title of a book refer to the edition. Either separate cards are used for each edition in the library, or the items of a later edition are added to the cards for an earlier edition already in the library.

```
|342.42          Lowell, Abbott Lawrence.  |
|L95               Government of England.New York,
|                 1908.                     |
|                   2v.                     |
|342.42      ____ _______ new ed. with additional
|L952              chapter.  New York, 1912.
|                   2v.                     |
```

40. PAMPHLETS. - Those pamphlets not considered of sufficient value for complete cataloging have a manila card under the author's name, including brief title and a classification number preceded by "P" (pamphlet).

P385	Dunn, Samuel O. The needs of the railways.

41. PUBLICATIONS OF SOCIETIES AND GOVERNMENTS. - The catalog contains author cards not only for persons, but for institutions, for societies, for federal, state and municipal departments, bureaus, divisions, commissions, etc., which publish journals, reports and bulletins, and therefore may be regarded as authors of their publications. Examples:

353.6 Un39a	U. S. War department. Annual report,.1861-1913, Washington, Gov't.printing office, 1861-1913.

320.6	American political science association.					
AM	Proceedings.					
1900	1910v.7	1920	1930	1940	1950	
1901	1911v.8	1921	1931	1941	1951	
1902	1912v.9	1922	1932	1942	1952	
1903	1913v.10	1923	1933	1943	1953	
1904v.1	1914	1924	1934	1944	1954	
1905v.2	1915	1925	1935	1945	1955	
1906v.3	1916	1926	1936	1946	1956	
1907v.4	1917	1927	1937	1947	1957	
1908v.5	1918	1928	1938	1948	1958	
1909v.6	1919	1929	1939	1949	1959	

The Library has those that are checked

42 ~~45~~. ARRANGEMENT OF CARDS. - In the dictionary card catalog all varieties of cards, whether author, subject, title, or cross reference, as a rule are arranged alphabetically by their headings. The initial articles "a", "an", and "the" are disregarded in filing. For example, a title card for The House of Seven Gables is filed with the H's and not with the T's. The alphabeting is by words and not by letters as follows:-

In the South Seas	n o t,	Inchbald, Mrs. Elizabeth
Inchbald, Mrs. Elizabeth		Indiana
Indian blankets and their makers		Indian blankets and their makers
Indiana		In the South Seas

An exception to this arrangement is the filing of some prefix names.

Van Buren
Vancouver
Vanderlip
Van Dyke

43. Names beginning with Mc, M', and St. are filed as if spelled Mac, Saint. Such abbreviations as Dr. Mr. Mrs. are arranged as if spelled in full. The same is true of titles beginning with numerals.

Surnames follow forenames used as headings.

George, Saint
George 3, King of Great Britain
George 1, King of Greece
George, Edward Augustus

44. Headings beginning with the same surname are arranged alphabetically by their forenames.

Edwards, Henry
Edwards, Henry Sutherland
Edwards, Jonathan

45. Works by an author are filed in the order of complete collections arranged chronologically, selections from complete collections, single works arranged alphabetically by titles, single works as joint author.

Browning, Robert. Works. c.1898.
Browning, Robert. Works. c.1915.
Browning, Robert. Dramas.
Browning, Robert. Blot in the 'scutcheon.
Browning, Robert. Sordello.
Browning, Robert & Browning, Mrs. Elizabeth Barrett. Letters.

46. Subject cards about an author, including bibliography, biography and criticism, are filed after the card for his works.

47. Subject cards about a book, including bibliography and criticism, are filed after the author card for the text of the book.

Shakspere, William. Merchant of Venice. (text of the play).
Shakespere, William. Merchant of Venice. Criticism.

48. Cards having the same entry word for a heading are arranged in the order of person, place, subject, and title. Inverted subjects follow subdivided subjects.

Fruit, John Phelps (person)
Fruit (subject)
Fruit-Periodicals (subject subdivided)
Fruit, Dried (subject inverted)
Fruit of the tree (title)

London, Jack (person)
London-History (place)
London films (title)

49. "See also" cards for a large subject are filed in front of the subdivided subject cards.

Fruit
Fruit, see also
Fruit-Bibliog.

Cards with the same subject heading are arranged alphabetically by authors' names.

50. Names of government departments are often inverted, or arranged as if inverted. For example U.S. Bureau of education is filed under U.S. Education, Bureau of.

CHAPTER VII

THE PARTS OF A BOOK

51. If one is to make a careful and intelligent use of the contents of books, it is necessary to have some knowledge of the significance and importance of the various parts which go into the make-up of present-day printed books. These parts vary in number and arrangement in different printed books, but the order commonly found is as follows: (1) title-page, (2) copyright date, (3) preface, (4) table of contents, (5) list of illustrations, maps, etc., (6) introduction, (7) body of the book, (8) appendix, notes or other supplementary material, and (9) index.

52. T i t l e - p a g e.- The title-page usually gives the full title, the name of the author or editor, the edition if other than the first, the place of publication, the name of the publisher, and the date of publication. From the title one can often get some indication of the field covered by the book and sometimes may judge the class of readers for which it was intended or the viewpoint of the author.

The author's name, if he is an authority in his field, carries with it some guarantee of the value of the work. Often a note is added after his name on the title-page giving university degrees which he holds, societies of which he is a member, or work he has done which fits him for the special undertaking in hand.

"Revised and Enlarged Edition", "Third Edition", etc. indicate a revision of the original work with additions, corrections or rearrangement of material.*

The place of publication often throws light on the nationality of the author and this is important as being a probable indication of the viewpoint from which the book was written. In some cases this influences materially the treatment of a subject.

The name of a well-known and reliable publisher on the title-page of a book usually, though not always, insures a well printed, well edited, and dependable work. Some publishers specialize in a certain field, for example in engineering, and books in that field published by them may usually be regarded as authoritative. The date on the title-page shows the year in which the book was printed.

---

*The term e d i t i o n should not be confused with "impression" which indicates merely a reprinting without alteration from the original type or plates.

53. C o p y r i g h t d a t e. - The Copyright date*- usually to be found on the back of the title-page - indicates in what year the book was first published. This is especially important in subjects such as science where new discoveries are constantly changing old theories and the value of the book depends in great measure on whether or not the results of recent investigations are included. New editions of a work have as a rule a new copyright date.

54. P r e f a c e.- In the preface the author addresses the reader directly. He often states his purpose in writing the book, the field he has aimed to cover, the class of readers for whom he intended it, and any indebtedness which he may feel to those who have assisted him in the work.

55. T a b l e o f c o n t e n t s.- The table of contents may be simply a list of chapter headings given in the order in which they appear in the book with page references to where they may be found, or it may contain in addition to this a rather minute analysis of the sections or parts of the chapters. Often by a perusal of the table of contents it is possible to obtain a very good idea of the scope of a book without reading it through.

56. L i s t o f I l l u s t r a t i o n s, M a p s, e t c.- Illustrations, maps, plates, diagrams, etc. are listed in most books in the order in which they appear. This list usually affords the best and quickest means of locating any desired map or illustration as these frequently are not entered in the index.

57. I n t r o d u c t i o n .- The introduction, or introductory chapter as a rule forms an essential part of the book and is usually a general survey of the subject preparing the reader for the treatment to follow. It differs from the preface in that it has as its subject the subject of the book itself,- its history, scope and purpose. The former is usually written first, the latter last, although both may be written by someone other than the author.

58. B o d y o f t h e B o o k .- The body of the book is the text or main part with any illustrations or foot-notes that may accompany it.

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*Copyright is the "exclusive right secured by law to authors and artists to publish and dispose of their several works for a limited time. The copyright law of the United States requires the author or artist, in order to secure copyright for works reproduced in copies for sale, to send to the Copyright Office, Library of Congress, Washington, D.C., almost immediately after publication, two copies of the work, with an application for registration... and a money order for the statutory fee of $1." The term of copyright is 28 years with the right of renewal for 28 years on application within one year prior to the expiration by the existing term".
N e w S t a n d a r d D i c t i o n a r y.

59. Appendix, Notes or other supplementary material. - Material which is not essential to the completeness of the book and cannot be conveniently included in the text but which gives clearness and authority to the treatment by explanatory, statistical or documentary notes, is often added after the text in the form of an appendix.

60. Index. - An index is an alphabetical list of the words, names of persons, places, etc. treated in a book with an indication of where each is to be found. It is a key to the book, and affords the quickest means of finding a definite fact or bit of information. It differs from the table of contents; first, in order of arrangement, the one being alphabetical, the other in the order in which the material appears in the work; second, in location in the book, the one being usually last and the other usually first, and third, in the treatment of the subject, the index giving detailed topics, the table of contents general.

In the case of a work in a number of volumes, the index to the set is usually in the last volume. However, there may be either a separate index in each volume, as in Bailey's Cyclopedia of American agriculture, and no general index, or a general index to the set and also an index for each volume as in the Cambridge Modern History. For this reason, it is important to make sure what section of a work the index proposes to include. Also it is well to note the limitations, if any - as to the content of the index. There may be one index for authors and one for subjects, or in books of poetry a separate index for authors, titles and first lines of poems. If any difficulty is experienced in understanding an index reference, it is well to turn to the beginning of the index where a note will often be found explaining any special symbols or abbreviations.

In some indexes where there are a number of references under a topic the most important reference is placed first, in other cases it is printed in a different style of type, but if no indication is given, the one covering the largest number of pages is probably the most important.

61. Abbreviations. - In the use of books and library records, abbreviations are frequently encountered and familiarity with their meaning will greatly facilitate the process of finding a reference. The following are some of the abbreviations most often met with:

abr.	abridged, abridgment
ad inf.	ad finem (at the end)
agric.	agriculture
alph.	alphabetical
A.L.A.	American library association
Amer.	America or American
anon.	anonymous
app., apx.	appendix
arch.	architecture

arr.	arranged or arrangement
assn., assoc.	association
auth.	author
bibl., bibliog.	bibliography
biog.	biography
bk.	book
bul.	bulletin
c.	copyright or chapter
can.	canto
cat.	catalog
cf.	c o n f e r (compare)
ch., chap.	chapter
chem.	chemistry
cir.	c i r c a (about)
cm .	centimenters
col.	column or colored
comp.	compare, compiled or compiler
Cong.	Congress or Congressional
cont.	contents or continued
cop.	copy or copyright
cyc., cyclo.	cyclopedia
dept.	department
diag., diagr.	diagram
dict.	dictionary
do.	d i t t o (the same)
doc.	document
econ.	economics
ed.	edition, edited or editor
educ.	education
e.g., ex. gr.	e x e m p l i g r a t i a (for example)
ency.	encyclopedia
eng.	engraving
Eng.	England or English
enl.	enlarged (of an edition)
et. seq.	e t s e q u e n s, e t s e q u e n t i a (and the following)
etc.	e t c e t e r a (and so forth)
facsim.	facsimile
ff.	following
fig.	figure
front.	frontispiece
Ger.	German or Germany
H. of R.	House of Representatives
hist.	history or historical
ib.,ibid.,ibidem.	in the same place
id.,idem.	the same
i.e.	i d e s t (that is)
il., illus.,illust.	illustrated, illustration
in loco cit.	i n l o c o c i t a t o (in the place cited)
incl.	including or inclusive
ind.	index

inf.	i n f r a (below)
introd.	introduction
Ital.	Italian or Italy
j.,jour.	journal
jt.	joint (of authors, editors, etc.)
l.	leaf, line or l i b e r (book)
lang.	language
l.c.,loc. cit.	l o c o c i t a t o (in the place cited)
lit.	literature
mag.	magazine
mod.	modern
MS. (MSS.plural)	manuscript
mun.	municipal
n.	note
N.B.	n o t a b e n e (note well)
n.d.	no date of publication
n.p.	no place of publication
n.s.	new series
nat.hist.	natural history
no.	n u m e r o (number)
o.p.	out of print
op.,opp.	opposite
p.	page, pages, or part
pam.	pamphlet
par.	paragraph
per.	periodical
phil.	philosophy
phot.	photography
pl.	plate
pol.sci.	political science
por.,port.	portrait
pp.	pages
pref.	preface
pro.,proc.	proceedings
pseud.	pseudonym
pt.	part
pub.	published or publisher
q.v.	q u o d v i d e (which see)
ref.	reference
rep., rept.,rpt.	report
rev.	revise,revised,reviser or review
sc.	scene (of a play)
sc.,scil.	s c i l i c e t (namely)
sec.,sect.	section
Sen.	Senate
seq.,seqq.	s e q u e n s (following)
ser.	series
soc.	sociology
Span.	Spanish
st.	stanza
subj.	subject

sup.	s u p r a (above)
sup., supp.,suppl.	supplement
sq., sqq.	s e q u e n s (following)
tab.	table
t.-p.	title-page
tr., trans.	translated, translator, transactions
v.	volume, verse, or v i d e (see)
viz.	v i d i l i c e t (to wit , namely, that is to say)
vol.	volume
v.y.	various years
§	section
¶	paragraph
2-5	two to five inclusive

CHAPTER VIII.

REFERENCE BOOKS.

62. Reference Book Defined.- "Reference books are the clearing houses of knowledge. They are libraries in miniature, focusing into a single volume information scattered through a thousand volumes. They are short-cuts to learning, pass-keys to the accumulated wisdom of the ages. The ordinary reader knows little of them, and realizes but slightly the great help they would be to him in his daily reading and living." Kroeger. Guide to the study and use of reference books: W. G. Jordon in Literary era, 8:52.

A reference book, in the strict sense of the term, is a book to be consulted for information on a definite point rather than to be read through. Typical works of this kind are enclyclopedias, dictionaries, periodical indexes, statistical publications, etc. There are, however, many other works not intended primarily for reference such as histories of a country or standard treatises in the various fields of science, industry, or art, which afford the best material on their subject, and for answering questions in their field, should not be overlooked.

63. Reference Collection.- The term "reference collection" is applied to the books in the library used primarily for reference work. It may be limited to reference books proper or may also include other books that have been found helpful in answering questions. It is usually shelved apart from the rest of the books in the library in an accessible place convenient to readers. The books as a rule cannot be taken from the library as they are wanted immediately when needed, are used often, and require but a short time for consultation.

64. Points to be Considered in Judging the Value of a Book for Reference Use.- Books suitable for reference use should have certain special characteristics. Some of the points to be considered are as follows:

a. Authoritativeness. Can the statements in the book be depended upon to be accurate? In judging of this the reputation and work of the author may be considered. The publisher should be noted. A greater degree of confidence may be put in a book if the separate articles are signed by the person writing them as responsibility for the accuracy of the statements is thereby definitely fixed. In the case of statistics, it is well to note whether or not they are based on official reports with an exact reference to the source from which they were taken.

b. Scope. What is the field which the book aims to cover and does it really cover it? What, if any, are the limitations as to subject, country, or period of time included? These questions may usually be answered by noting the title of the book and by reading the preface, the tale of contents, the introductory chapter and occasional sections through the book.

c. Arrangement. Material in a book for reference use should be arranged so as to be easily and quickly found. If there is a classified arrangement in the body of the work, there should be a good alphabetical grouping of topics in the index or vice versa. It should also be noticed whether or not the cross-references are adequate.

d. Character of the articles.- Are the articles long or short, suited to the specialist or the general reader? Are topics of equal importance given equal treatment?

e. Viewpoint of the author.- Does the nationality of the author, his religious, political or personal convictions affect the contents of the book? If so, the book may still be useful for reference, but its bias should always be borne in mind in any use of the information it gives.

f. Bibliography.- Bibliographies are usually desirable in a book for reference use as they point the way to a more exhaustive treatment of the subject and indicate a more careful editorship.

g. Date.- In some fields, the date of a book affects very directly the value of the material it contains. In such cases the date of publication should always be compared with the copyright date and the preface date if there is one. Whether or not the work is kept up-to-date by supplements may also be noted.

h. Illustrations.- Are the illustrations adequate? In some subjects such as art, costume, etc., illustrations are an essential feature; in other cases as in statistics or literature, their use is entirely optional.

i. Comparison with other books.- How does the book compare with other works in the field it covers?

j. Physical make-up of the book.- Is the book well printed, well bound and of a size convenient to handle?

65. How to Use a Reference Book.- If one is not familiar with the arrangement of a reference book, it will be found a great saving of time and energy to devote a few minutes to a study of the book before trying to gather any information from it. This may be done by glancing over the title-page, the preface, the table of contents, and any index features which the book may have. The arrangement of the main body of the work, and the appendices or supplements should also be noted.

CHAPTER IX

MAGAZINES AND MAGAZINE INDEXES

66. Publishers issue magazines usually weekly, monthly, or quarterly, as numbers or parts of a volume, often with consecutive paging: e.g., the North American review for July, 1919 is number 1 volume 210. When all the parts of a volume, generally including title page and index, have appeared they are bound and are thus kept for reference use in a convenient and durable form.

Magazines are the principal source of information on questions of recent interest. For book reviews, biography, travels, popular treatment of science, technology and art, and for articles on all sorts of small topics often unobtainable in books, the magazines are of great value. In research work along historical, political or literary lines they are useful for contemporary views of persons, events, books, etc. They contain material on practically all subjects, much of which is not reprinted in book form. Students will therefore find the magazines especially helpful in the preparation of themes and in debate work.

67. Following are the titles of a few standard magazines which are of importance for current history, book reviews and general reading.

Current events.

a. Weeklies.

American.
- Independent.
- Literary digest.
- Nation.
- New republic.
- Outlook.

English.
- Graphic.
- Nation.
- Saturday review.
- Spectator.

b. Monthlies.
- Current history magazine.
- Current opinion.
- North American review.
- Review of reviews.
- World's work.

General.

- Atlantic monthly.
- Century.
- Country life.
- Harper's monthly.
- Living age.
- National geographic magazine.
- Scientific American.
- Scientific American supplement
- Scribner's magazine.
- Survey.

Book reviews. Literary periodicals.

American.	English.
Bookman.	Athenaeum.
Dial.	Saturday review.
Nation.	Spectator.

Foreign language illustrated periodicals.

French.	Italian.
L'illustration.	L'illustrazione italiana.
German.	**Spanish.**
Illustrirte zeitung.	La illustracion espanola y americana.

68. Besides magazines of general interest the University of Illinois Library has many highly s p e c i a l i z e d or t e c h n i c a l ones pertaining to the subjects taught in various courses. Of the 6100 magazines or periodicals currently received, not including government publications and experiment station bulletins, about 2700 are sent to department libraries and the remainder are kept in the General Library. The files of many periodicals are complete from their beginnings.

69. M a g a z i n e i n d e x e s .- By reason of the continuous stream of periodical literature appearing weekly, monthly, quarterly, from year to year, much of it would be unavailable if there were no general periodical indexes. These are the means of locating magazine articles by given authors and titles, and on particular subjects, just as the index to a book is the means of finding certain information in that book.

70. Poole's index to periodical literature, 1802-1906. Bost. Houghton.

v.1, 1802-1881. (2 parts).	v.4, 1892-1896.
v.2, 1882-1886.	v.5, 1897-1901.
v.3, 1887-1901.	v.6, 1902-1906.

Indexes four hundred and seventy American and English periodicals of the nineteenth century, chiefly general. Arranged alphabetically by subject or title. Subject entries are often made by inverting the title so as to bring the important word first. Necessary to look under various headings to be sure of finding all the articles on a subject. Reviews of books are entered under the author of the book reviewed if the book has no definite subject: e.g., a novel, otherwise under the subject of the book. Information given: title of the article , author's name in parentheses, abbreviated title of the periodical, volume number and first page of the article. In the front of each volume is an alphabetical list of periodicals indexed which explains the abbreviations and assigns a number to each periodical. This is its number in a "Chronological conspectus" by means of which the years of the different volumes can be found.

Sample entries from Poole's index.

German music; das Lied. (S.Whitman) Chaut. 21:449.
Germany in 1826. Scot.R. 34:106.
------Music in. (M.D.Taylor) Music. 6:516.

Music, English during Victoria's reign. (F.Hueffer) Forta.47:899.
-------- and German. (J.F.Rowbotham) National,17:238,523 Same art. Liv.age, 190:124.
---- in America. (R.G.White) Cent.5:948.-(H.T.Finck) Nation,38:348.
---- in Berlin, 1878. (H.T.Finck) Nation,27:348.

71. Poole's index to periodical literature. Abridged ed. Bost. Houghton, 1901.
----- First supplement, 1900-04. Bost. Houghton, 1905.

Indexes in two volumes thirty-seven of the most used periodicals indexed in Poole's index.

72. Readers' guide to periodical literature, 1900-date. N.Y. Wilson.

v.1, 1900-1904 v.3, 1910-1914.
v.2, 1905-1909. v.4, 1915-1918.(in press)

Annual volumes supplemented by monthly numbers, some of which are cumulations* of the preceding numbers.

Indexes many general magazines and a few books of the twentieth century. Arranged alphabetically by author and subject, sometimes title. Uniform subject headings and many cross references. Infor-tion given: title and author of the article, abbreviated title of periodical, volume, complete page reference and exact date. Illustrations and portraits indicated by "il" and "port." Alphabetical list of periodicals and books indexed is in the front of each volume or number.

Sample entries from the Readers' guide.

Dobson, (Henry) Austin
Ancient ways;poem. Liv.Age 296:2 Ja 5'18
When there is peace. Everybody's 38:97 Je'18
Austin Dobson once more B.Matthews. Bookm. 46:528-33 Ja '18
Docks
Docking a 9,300-ton cruiser in a 4,500-ton dock. il Sci Am 117:265 013'17
Halifax's new $30,000,000 docks. J.F.Stephens, jr. il Sci Am 117:96 Ag 11'17
See also Harbors; Piers; Ports.
Doctor: story. E.J.Edgar. Liv Age 292:39-46 Ja 6'17
Dr.Primrose: story. G.Fleming. Liv.Age 292:487-91 My 26'17
Doctors. See Physicians.

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*that is several numbers are collected together and reissued in one alphabet.

73. Readers' guide to periodical literature: Supplement, 1907-date. N.Y. Wilson

One volume, 1907-1915. Annual volumes supplemented by cumulative numbers issued during the year keep the index up-to-date. Indexes the less common general periodicals, including some foreign ones, which are not in Readers' guide. Arrangement and information given similar to Readers' guide.

74. Magazine subject-index, 1908-date. Bost. Boston book co.

Annual volumes. Bound with the Dramatic index. Indexes less familiar American and English magazines and publications of societies most of which are not indexed in Readers' guide. Specializes in history, geography, travel and art. Arranged alphabetically by subject and title. Information given: title and author of the article, abbreviated title of periodical, volume, inclusive page reference, and exact date. In the front is a list of the periodicals indexed, with the abbreviations used.

75. S p e c i a l i n d e x e s. - There are several indexes devoted to specific subjects which are a valuable aid to the specialist. These are useful to others when the material wanted is not found in the general periodical indexes.

76. Book review digest, 1905-date. N.Y. Wilson.

For description see Section 219.

77. Dramatic index, 1909-date. Bost. Boston book co.

Annual volumes. Bound with the Magazine-subject index. Indexes articles about the drama and dramatists, the theater and pageantry published in American and English periodicals. Arranged alphabetically by subject and title. Information given: title and author of the article, name of magazine abbreviated, volume, exact date and inclusive page reference. List of periodicals indexed in the front. In the back is a list of Dramatic books and plays ublished during the year. Quarterly dramatic indexes for the current year are published in the Bulletin of bibliography.

78. Industrial arts index, 1913-date. N.Y. Wilson.

Annual volumes supplemented by bimonthly numbers for the current year cumulating with each issue. Indexes engineering and trade journals, also some publications of the federal government. Arranged alphabetically by subject only. Information given: title and author of the article, name of magazine abbreviated, volume, inclusive page reference and exact date. List of periodicals indexed is in the front. Useful for engineering, electrical appliances, chemistry, business, printing and textiles.

79. Engineering index annual, 1906-date. N.Y. Engineering magazine.
For description see Section 305.

80. Agricultural index, 1916-date. N.Y. Wilson.
For full description see Section 274.

81. Business digest and investment weekly, Sept.30, 1918-date. Arrow publishing corp.
Described fully in Section 326.

82. Suggestions about the use of magazine indexes. Inability to find material is often due to haphazard methods of working, the omission of volumes which should have been examined and the failure to follow up cross references. Consideration of a subject's limitations as regards period of time, then a systematic order of consulting the indexes and accurate copying of the needed information for each reference when found saves confusion and usually brings satisfactory results.

For ordinary purposes the use of Poole's index, 1802-1900 and Readers' guide, 1900-date will probably be sufficient. For topics covered by a special index turn to that for a more thorough treatment of the subject. If the subject to be investigated extends over a long period of years begin with the latest number or volume and work back; or else, starting from the earliest date that articles on the subject may have been published work forward in chronological order. If the subject pertains to a certain year turn to the periodical index which covers that year.

Each reference should include the name of the magazine and its volume, page and date if possible, also title and author of the article. Abbreviations for the magazines are explained in the front of each volume or number of the periodical indexes.

Of course the University of Illinois Library does not have all the periodicals referred to in the indexes to the periodicals, but those which are here have cards under title in the card catalog, as explained in section 32. For the location and arrangement of magazines in this library see section 6.

CHAPTER X

ENCYCLOPEDIAS, ANNUAL CYCLOPEDIAS, AND ALMANACS

83. A good general encyclopedia is recommended to any one who wishes quick access to condensed, authoritative information on any subject except one of very recent development or extreme technicality. Such an encyclopedia contains articles on subjects in every department of knowledge, the most important of which are written by good authorities and all of which are carefully edited so that only reliable and up-to-date material is included. It is arranged alphabetically and has good illustrations, maps and biographies. Each volume is marked clearly on the back with the first and last letters included.

There are two types of encyclopedias, one of which arranges material under broad topics; e.g. treating merchantmen, torpedo boats, battleships, submarines, all in one article on Ships while the other gives a separate article to each smaller topic so that the information is scattered through the encyclopedia under different headings: Merchantmen, Torpedo boats, Battleships, Submarines, etc. The first type requires a minute index which will indicate what article contains the topic wanted; while the second needs "see also references" so that all the data on the broader subject may be collected by the reader.

The Encyclopaedia Britannica is an example of the first type, and the New international encyclopaedia, of the second

84. Encyclopaedia Britannica. 11th ed. Camb. Eng.Cambridge univ. 1910-11 29v.

A Comprehensive summary of knowledge , written from the English point of view; for the specialist rather than the general reader. Long articles usually signed by the initials of the authors, whose full names are given in the front of each volume. Excellent bibliographies at the end of most articles or sections of articles.

Arrangement alphabetical by large subjects, without cross references, making it often necessary to use the Index in v.29, which is minute and includes cross references. Many excellent illustrations, and maps.

The first edition was published 1768-71 in Scotland. The ninth edition, published 1875--89, contains valuable monographs to which references are often made even now. The tenth edition consisted of material supplementary to the ninth. Although the eleventh edition was published more with the aim of suiting American readers than the earlier editions, the work retains an English bias.

85. New international encyclopaedia. 2d ed. N.Y..Dodd. 1914-16. 23v.

An American work containing information on all subjects . For general use.

Articles are non-technical and unsigned, but a list of the authors of important articles is at the front of each volume. Very good bibliographies at the end of most articles.

Arrangement alphabetical by letters rather than words; e.g. "Kingfisher" precedes "King George's War". Many excellent illustrations, including maps and reproductions of famous paintings.

86. Encyclopedia Americana. New ed. N.Y. Encyclopedia Americana corp. 1918- To be in 30v.

Only about one half of the set has been published at the time this note is written, so that it is impossible to make a comparison with other encyclopedias based on experience. Of the same type as New international encyclopedia. Important articles are signed, and some are followed by good bibliographies.

Arrangement alphabetical by words as in the Card catalog; e.g. "King George's War" precede "Kingfisher". Excellent text illustrations as well as plates. Each map has an index of places.

87. The following are the most important of the foreign encyclopedias in the Reference Room:

Larousse, Pierre Athanase. Grand dictionnaire universel. Paris. Larcusse. 1866-90 17v.

Brockhaus' Konversations-Lexikon. Ed. 14. Leipzig. Brockhaus. 1901-04. 17v.

Meyers Grosses Konversations-Lexikon. ed. 6, rev. and enl. Leipzig. Bibliographisches institut. 1902-13. 24v.

Nuova enciclopedia italiana. ed.6. Torino. Unione tipografico-editrice Torinese. 1875-88. 25v. in 26

----------Supplemento. 1889-99. 5v. in 6.

Diccionario enciclopedico Hispano-Americano de literatura, ciencias y artes. Barcelona Montaner y Simon. 1887-1910. 28v. in 29.

ANNUAL CYCLOPEDIAS AND ALMANACS.

88. Annual cyclopedias and almanacs may be considered supplementary to encyclopedias in that they supply more recent material on all kinds of subjects. Almanacs, originally planned to provide calendars and other astronomical data, have been in some cases much expanded so that they prove a very useful source of up-to-date information on statistics, important laws, events of the year, etc. Only the latest almanacs are kept in the Reference Room, as, being rushed to publication early in the year, they do not contain the carefully written articles by specialists, which, while they delay the publication of the annual cyclopedias well into the spring, make of the latter more valuable reference books for continued use. Almanacs also usually issue from some newspaper office, while the annual cyclopedias are produced by publishers of reference books.

Almanacs bear the date of the year in which they are published, while annual cyclopedias generally bear the date of the year preceding their publication date. Hence, for an event or law of 1918, use a 1919 almanac, but a 1918 annual cyclopedia.

89. American year book, 1910-date. N.Y. Appleton. 1911-

An annual summary of history and events in the U. S. - and in other countries when special circumstances make them of interest to American readers. The more important articles are signed and have bibliographies.

Arranged under general headings such as History, Social and economic problems, Government, Sciences. Has a good table of contents and index.

90. New international year book. 1907-date. N. Y. Dodd. 1908-

Forms an annual supplement to the New international encyclopedia, which it closely resembles. The only general year book in the Reference Room that is illustrated.

91. Annual register; a review of public events at home and abroad. 1758-date. London. Longmans.

English, foreign, and colonial history for the year and a review of literature, science, drama and music. Detailed articles from the British viewpoint.

Each volume is in two parts, with separate pagings. (See also section 141.)

92. Hazell's annual. 1886-date. Lond. Hazell, 1886-

International, emphasizing the British Empire. Many statistics and lists. Index is in the front.

93. Whitaker, Joseph. Almanack, 1869-date. Lond. Whitaker,

Statistics and information concerning the government of the British empire, lists of officials, facts about London. Index is at the beginning.

94. World almanac and encyclopedia, 1868-date. N.Y.Press publishing co. 1868-

Statistics, lists, recent U. S. laws, and miscellaneous information. Index is at the front of each volume.

95. Daily News almanac and year-book, 1885-date. Chic. Daily News co. 1885-

Statistics and lists, mainly dealing with Chicago and Illinois, also much miscellaneous material. Index is in the front.

CHAPTER XI

DICTIONARIES

96. Encyclopedias and dictionaries differ from each other in that one is concerned with the thing which the word represents, the other with the word itself. One aims to cover the whole field of knowledge, the other simply treats of words, their meaning, derivation, spelling, pronunciation, syllabication, grammatical usage, etc. The present day standard English dictionaries include besides the usual words of the language, proper names, foreign words and phrases, abbreviations and arbitrary signs.

The term "dictionary" has also come to be applied to many books, alphabetically arranged but restricted to a certain field, such as biographical dictionaries and dictionaries of agricultue, engineering, art, music, etc. These will be listed with other books on the subjects with which they deal.

DICTIONARIES OF THE ENGLISH LANGUAGE

Following are the more important English language dictionaries:

97. Webster's New international dictionary of the English language. Springfield, Mass. Merriam, 1910.

Main part consists of the usual dictionary material, including also foreign phrases, abbreviations and noted names of fiction. Appendix contains Pronouncing gazetteer, Pronouncing biographical dictionary, Arbitrary signs, a Classified selection of pictorial illustrations. Pages are divided: upper part containing main words of the language; lower part, in smaller type, containing uncommon or obsolete words, foreign phrases, abbreviations, Christian names, noted names in literature. For general literary purposes most useful.

98. New standard dictionary of the English language. N.Y. Funk, 1913.

All the information, including proper names, is given in one alphabet, with the exception of the common foreign words and phrases, population statistics, simplified spelling rules and disputed pronunciation which are in an appendix. Etymology or derivation is given after the definition. Good for recent scientific and technical words. A rival to Webster's new international dictionary in popularity, but not as conservative and not as good for obsolete words. Differs from Webster's and the Century in the arrangement of definitions in that the common meaning of the word is given first and then the literal or original meaning, while in the other two the order is reversed.

99. Century dictionary and cyclopedia. Rev. and enl. ed. N.Y. Century co. c1911. 12v.

Vols. 1-10 dictionary proper; vol. 11, Cyclopedia of proper names; vol. 12, Atlas. Supplement in the back of each volume giving new words and phrases, new meanings of old words and extensions of old definitions. An asterisk (*) above a word in the main part refers to information in the supplement. Vol. II includes proper names in geography, biography, history, literature, mythology and art with brief characterization. Useful in identifying a person, place or literary work. Contains much encyclopedia material and is the most comprehensive of the American dictionaries.

100. Murray, Sir James Augustus Henry. New English dictionary on historical principles. Oxford, Clarendon press, 1888-1916. v.1-10.

Not yet completed. Aims to give a history of every word in the English language for the last 800 years. Scholarly, not for general use. Such common words as "get" and "on" have several pages devoted to them. Consult for the full treatment of derivation, changes in meanings and spellings of words and for obsolete words. Many quotations illustrating meanings of words in different years. No illustrations. Often referred to as the Oxford dictionary, Murray's dictionary or the N.E.D. (New English Dictionary).

101. Smaller dictionaries for desk use are:

Webster's Collegiate dictionary. 3d ed. of the Merriam series. Springfield, Mass. Merriam, 1916.

Desk standard dictionary of the English...N.Y. Funk, 1915.

Fowler, Henry Watson and Fowler, F.G. Concise Oxford dictionary of current English. Oxford, Clarendon press, 1911.

SYNONYM DICTIONARIES

102. Although synonyms for a word are often given in the language dictionaries, it is sometimes convenient to know where a special treatment of them may be found.

103. Crabb, George. English synonymes explained... N.Y. Harper., c1917.

Contains groups of words similar in meaning, followed by a discussion which gives distinctions in meaning. Quotations from standard authors to illustrate use of words. Index. An old work; the first edition published over a hundred years ago.

104. Fernald, James Champlin. English synonyms and antonyms. New and enl. ed. N.Y. Funk, 1914.

Similar to Crabb's English synonymes but contains antonyms, more synonyms and no quotations.

105. Soule, Richard. Dictionary of English synonymes. New ed. rev. and enl. by G. H. Howison. Bost. Little, 1914.

A full list of synonyms but no discriminations, definitions, nor quotations.

106. March, Francis Andrew, and March, F. A. jr. Thesaurus dictionary of the English language... Phil. Historical publishing co. c1902.

Very long lists of nouns, verbs, adverbs, adjectives and phrases for general ideas. Synonyms and antonyms in parallel columns. No index, but many cross references. The entry "modern. Not ancient, NOVELTY-ANTIQUITY" means that synonyms for modern will be found under novelty.

107. Roget, Peter Mark. Thesaurus of English words and phrases. New ed. rev. by S. R. Roget. N.Y. Longmans, 1913.

Ideas for which synonyms are given arranged by classes, not alphabetically. Very extensive index.

108. Mawson, Christopher Orlando Sylvester. Standard thesaurus of English words and phrases. N.Y. The Kelmscott society, c1911.

Based on and arranged similarly to Roget's Thesaurus.

RHYMING DICTIONARIES

109. Loring, Andrew. Rhymers' lexicon. London Routledge. n.d.

110. Walker, John. Rhyming dictionary of the English language; rev. and enl. by J.Longmuir. London, Routledge, 1890.

CHAPTER XII

BIOGRAPHY

111. The reference books limited to biography are collective biographical dictionaries which include biographies of many people in one book or set of books. General encyclopedias are often useful for biography but they do not include as many names as the biographical dictionaries. Encyclopedias or dictionaries pertaining to special subjects: e.g., Grove's Dictionary of music are helpful for biographical sketches of people in their particular field. Some collections of biography on specific subjects are in the book stacks and may be obtained by looking under subject in the card catalog: e.g., Scientists. Magazines sometimes contain excellent biographical accounts which are written in a more interesting style than the articles in reference books and are valuable for supplementing them. The most extensive treatment of a very prominent person's life, however, is in the individual biographies kept in the book stacks and found through the card catalog. For the sort of subject heading used for individual biography see section 27.

112. Lippincott's universal pronouncing dictionary of biography and mythology. ed.4 rev. Phil. Lippincott, 1915.

General biographical dictionary including brief articles on prominent persons, also mythological characters. Arranged alphabetically with short bibliographies for more important persons.

113. Dictionary of national biography. Lond. Macmillan 1885-1900 63v.

--------Supplement. Lond. Macmillan 1901 3v.

--------Index and epitome. Lond. Macmillan . 1903

--------Errata. Lond. Macmillan 1904

--------2d. supplement. Lond. Macmillen 1912 3v.

--------Index and epitome to the 2d. supplement. Lond. Macmillan 1913

Biographies of famous people of Great Britain and her colonies since the earliest times. Does not include any persons living at the time of publication. Articles are long and scholarly, and signed by initials which are explained in the front of each volume. Alphabetically arranged. Very good bibliographies at the end of most of the articles. One index to the main part and first supplement and another to the second supplement which also gives brief abstracts of the articles. First supplement contains biographies accidentally omitted and biographies of persons who had died at too late a date to be included in the main part. Second supplement includes biographies of famous Englishmen who died between Jan. 1901 and Dec. 1911.

114. Appleton's cyclopaedia of American biography, ed. by J. G. Wilson and John Fiske. Rev. ed. N.Y. Appleton. 1900. 7v. in 6.

Biographies of noteworthy Americans, also foreigners closely connected with American history. Alphabetical arrangement except when several members of one family are prominent the arrangement is by priority of birth. A list of the authors of some of the more important articles is in the front of each volume. Volume 7, bound with volume 6, is a supplement containing additional names, pseudonyms and an index.

115. National cyclopaedia of American biography. N.Y. White. 1893-1906 14v.

- - - - - Supplement. N.Y. White. 1912-17 v.1-2.

Biographies of prominent people of the U.S., including those living today. Arrangement is not alphabetical. Personal and topical index for volumes 1 to 13 is in a separate volume called Index and conspectus. The conspectus contains lists of government officials, pseudonyms, prominent Americans grouped professionally, etc. Index to the two supplements is in the back of the second supplement.

116. Who's who; an annual biographical dictionary. Lond. Black, 1848-date.

Very brief biographical facts concerning famous living Englishmen and a few well known people of other nations. Post office address is given for each person. Arranged alphabetically.

117. Who's who in America. Chic. Marquis, 1899-date.

Published every two years. Very brief biographical facts concerning eminent living people of the U.S. Is similar to Who's Who. Alphabetical arrangement. Pronunciation of difficult surnames in the front. Geographical index in the back which arranges by states the names of all persons included in the book, and under states by towns.

118. A few of the other books on the Who's who principle are as follows:-

For localities.

Book of Chicagoans.
Canadian men and women of the time.
Chi è. (For Italians)
Qui êtes-vous? (For Frenchmen)
Wer ist's? (For Germans)
Who's who in New York.

For special classes of persons or professions.

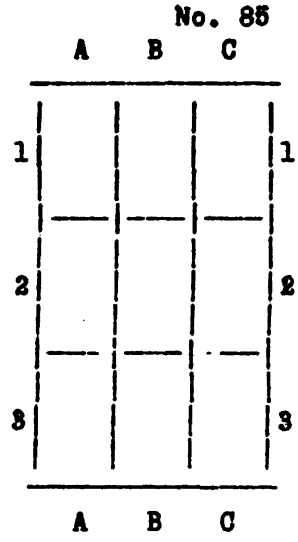
International Who's who in music.
Who's who in science (international).
Who's who in the theater.
Woman's Who's who.

Occasionally a Who's who is included in yearbooks and annuals pertaining to special countries or subjects such as Who's who in art, in the American Art annual; Who's who in China, in the China yearbook; and Who's who in Japan, in the Japan yearbook.

CHAPTER XIII

GEOGRAPHY

119. Two important reference books in geography are the gazetteer and the atlas. The former is a geographical dictionary containing in alphabetical order descriptions of the countries, places, mountains, etc.,of the world- the sort of information which may be found in the general encyclopedias, or for certain countries in the yearbooks; e. g., Statesman's yearbook, Japan yearbook. The atlas is a volume of maps. The general atlas, containing modern political maps showing the present boundaries of countries, is most frequently used for finding the location of places. If the index is very satisfactory it not only gives the number of the map , but also the approximate location of the place on that map by means of letters and figures:e.g., 85P2. Capital letters are placed about two inches apart at the top and bottom and figures at the left and right of each map or vice versa; thus fixing the location of a certain place within a small square as follows:



85 = Map number. B2 = location of place in central square.

120. There are also atlases for special subjects, such as history of commerce, and atlases for different countries such as Europe. Books of travel and guide books which include descriptions of places and sometimes maps are entered in the card catalog under the name of the place; e.g. Alaska-Description and travel. A collection of separate maps of countries, states, cities, etc., is in the Map Room. If the Library has a separate map of a place it is entered under subject in the card catalog; e.g., Chicago-Maps.

121. Lippincott's new gazetteer; a complete pronouncing gazetteer or geographical dictionary of the world... New ed. rev. Phil. Lippincott, 1906.

Brief descriptions of places; pronounciation, location, industries and points of special interest. Arranged alphabetically. Population statistics are out of date.

122. Stanford's compendium of geography and travel. Lond. Stanford, 1893-1904. 12v.

Detailed information on the geography and resources of all countries, by various authors. Two volumes for each continent, with an index in the back of the second volume. Maps and illustrations.

123. Mill, Hugh Robert. International geography, by 70 authors. N.Y. Appleton, 1900.

Chapters on general geographic subjects followed by short articles on each continent and political division. Many small maps and charts. Minute index.

ATLASES

GENERAL

124. Century atlas of the world. Rev. and enl. ed. N.Y. Century co. c. 1911.

General political and a few historical maps. Of a more convenient size to handle than many atlases, but with smaller maps. Index to modern maps in the back and index to historical maps near the front. Published as v.12 of the Century dictionary.

125. Rand McNally and co. Library atlas of the world. Chic. Rand, c.1912. 2v.

Large political maps. Contents: v.1, United States; v.2, Foreign countries. v.1 includes maps of the chief American cities. No general index to v.1, but a separate index for each state gives information about each place, such as population, express companies, railroads and electric lines, by means of symbols explained at the bottom of the page, at the end of the index or on the map itself. Use alphabetical Table of contents in the front to find page references for maps of states and cities. V.2 has a general index.

126. Mawson, Christopher Orlando Sylvester. Doubleday, Page and co's Geographical manual and new atlas. N.Y. Doubleday, Page and co. 1917.

Both a geography and an atlas. Contains besides the usual political maps, excellent maps showing vegetation, economic conditions, physical features, climate, population, communications, commercial languages and for the United States, automobile routes, parcel post zones and standard time. War maps are an important feature. General contents (of the text) p.vi-vii. Alphabetical list of the maps, p.xxxii.

Special index to the war maps, p.4-5, 8-9, 12. Index to the cities and towns of the U.S. with 1910 population statistics, p.343-380, arranged by state and then by town.

127. Bartholomew, John George. Advanced atlas of physical and political geography. Lond. Oxford university press., 1917.

Maps of volcanoes, earthquakes, altitudes, rainfall and winds, temperature, political divisions, vegetation, commerce, industries, geology, races and density of population. In the front is a list of the maps in the order of their appearance in the book and a list of countries arranged alphabetically with the numbers of the maps on which they are shown. General index of places in the back refers to country, with approximate latitude and longitude, necessitating using this index in connection with the alphabetical list of countries in the front.

128. - - - - - - Atlas of economic geography. Lond. Oxford university press, 1914.

Small general and regional maps, including maps of temperature, rainfall, altitude, vegetation, industries, density of population, trade routes, commercial products. Political maps. Explanatory text in the front. List of maps p.lxv-lxvi. No index.

HISTORICAL

129. For full descriptions of the following atlases see sections 146-149.

Shepherd, William Robert. Historical atlas. N.Y.Holt, 1911.

Cambridge modern history atlas. Camb.Eng. Cambridge university press, 1912.

Poole, Reginald Lane. Historical atlas of modern Europe, Oxford, Clarendon press, 1902.

Droysen, Gustav. Allgemeiner historischer handatlas. Bielefeld, Velhagen, 1886.

MAPS

130. U.S. Geological survey. Topographic sheets. Wash. U.S. Geological survey.

"The Geological survey is making a topographic map of the United States. The sheets of which it is composed are projected without reference to political divisions, and are designated by some prominent town or natural feature found on them ... A description of the topographic map is printed on the reverse of each sheet. Nearly two-fifths of the area of the country, excluding outlying possessions has been mapped, every state being represented. Massachussetts, Connecticut, Rhode Island, New Jersey, and the District of Columbia are completely mapped". Price list 53.

CHAPTER XIV.

HISTORY

131. The Library contains several different kinds of sources of information on historical subjects. There are many volumes of histories shelved both in the History and Political Science Department Library and in the General Library. The histories of special countries may be obtained through the Card Catalog as shown in section 26. Besides these, the books on different phases of great wars; e.g. the European War, are entered under the name of the war if it involves several nations, or, if it involves only one or two, under the name of the country as one of the period divisions of its history; e.g. U.S.-History-American Revolution. Biographies, too, of rulers, statesmen and military leaders, and the publications of historical societies should not be forgotten. In the Reference Room, the general encyclopedias, periodical indexes, and bibliographical dictionaries present themselves at once as important sources of information, but in addition to these, there are a number of special reference books to be consulted. Some of them are reference books of universal history and some are restricted to the history of one country. Besibe reference books on history proper are those on allied subjects, such as statistics, and government,or political science, of countries, and the customs of their peoples.

132. Larned, Josephus Nelson. History for ready reference from the best historians, biographers and specialists. Springfield, Mass. Nichols. 1895-1910. 7v.

An encyclopedia of universal history. Articles are not original, but quoted from standard authors with exact references to the originals, followed by short bibliographies referring to material not quoted.

Arranged alphabetically, with many cross references. Volumes 6-7 are supplementary, covering history of 1895-1900 and 1901-1910 respectively.

Constitutions of countries and some states are given in English under the word constitution. A few historical maps are scattered through the work.

----------Companion volume. Springfield. Nichols. 1913.

Contains appendices which include genealogical tables of European rulers and great historical families, and a selected bibliography.

133. Cambridge modern history. N.Y. Macmillan. 1902-1912. 14v.

"The general history of Europe and her colonies since the fifteenth century is...treated in twelve volumes". Preface.

Contents: Renaissance, Reformation, The wars of religion, Thirty years war, Age of Louis XIV, Eighteenth century, United States, French Revolution, Napoleon, Restoration, Growth of nationality, The latest age.

Each chapter is by a specialist. Excellent bibliographies for all chapters and an index at the end of each volume.

Volume 13 contains genealogical tables and lists of rulers, presidents, and governors, conferences, universities, etc. and a General Index to the set.

Volume 14 is an historical atlas, with maps "designed to illustrate political divisions...territorial changes, wars by land or sea, the growth of particular States, the course of religious changes, and the history of colonial expansion".

Preface. An introduction summarizes the changes made in the map of the world through the period covered and is followed by an Index of places mentioned in it. Index of places on the maps is at the end of the volume.

134. New Schaff-Herzog Encyclopaedia of religious knowledge contains many historical articles, with excellent bibliographies. See section 242.

OUTLINES

135. Ploetz, Carl. Epitome of ancient, mediaeval and modern history. Bost. Houghton. 1909.

An outline of universal history. Information is very condensed and arranged by period; under period, by nation. Minute index in the back. An appendix covers history 1883-1910.

136. Putnam, George Palmer.. Tabular views of universal history. N.Y. Putnam. 1916.

Information is arranged chronologically in parallel columns for different countries or parts of the world. Minute index. Maps show political boundaries of Europe at different times. Genealogical and racial charts.

HISTORICAL NOTEBOOKS

137. These are useful for short explanations of historical allusions, outlines of the history of cities, dates of famous events and inventions, lists of rulers, battles, etc.

Brewer, Ebenezer Cobham. Historic note book; with appendix of battles. Phil. Lippincott. 1891.

Little, Charles Eugene. Cyclopedia of classified dates. N.Y. Funk. 1900.

Harper's book of facts. N.Y. Harper. 1895.

Haydn's Dictionary of dates and universal information. N.Y. Putnam. 1898.

SOURCES

138. There are two kinds of material generally recognized in the subject of history: primary and secondary material. The former, sometimes called "Sources", consists of documents of governments concerned with the event in question and also the testimony and writings of people who participated in or witnessed it. These are found not only in the numerous "source books" (collections of such material) but also annual cyclopedias, periodicals and newspapers, and through government document indexes (see sections 89-95, 66, 330-335.) and special bibliographies.

Secondary material includes the publications based upon primary or other secondary sources; i.e. the ordinary text-book, treatise, or encyclopedia article.
The following are collections of sources which are found in the Reference Room:

139. Thatcher, Oliver Joseph. Ideas that have influenced civilization in the original documents. Bost. Roberts Manchester. 1901-02. 10v.

Includes many subjects in documents and papers from the ancient world to the twentieth century, with translations from foreign languages. Arranged chronologically with a subject index in v. 10.

140. Miller, Marion Mills. Great debates in American history. N.Y. Current literature. 1913. 14v.

Reprints of speeches and debates on important questions in American history 1764-1913, delivered in the British Parliament as well as the Congres and Legislatures of the United States. Each volume is devoted to a specific subject, such as slavery, foreign relations, tariff and taxation. Two indexes in the back of v. 14: one of subjects and one of persons. Table of contents in each volume notes favorable and unfavorable speeches.

141. Annual register. 1758-date.

Includes reprints of British public documents. Early volumes especially useful for sources of American history in colonial and revolutionary periods. Besides the index in each volume there is a general index covering 1758 to 1819. (See also section 91.)

142. Appleton's annual cyclopedia, 1861-1902. N. Y. Appleton.

A record of events of each year with encyclopedic articles on subjects of interest at the time, including biography. Besides original articles, there are President's messages and proclamations, diplomatic correspondence, orders and reports, important laws. especially valuable for Civil War and Reconstruction periods.

Each volume is arranged alphabetically by large subjects with an index in the back. There is also an index for each of the three series of the set:

Series 1, 15v. 1861-75; index in separate volume.
" 2, 20v. 1876-95; index in back of volume for 1895.
" 3, 7v. 1896-1902; index in back of volume for 1902.

143. U.S. Superintendent of documents. Price lists of government documents. Wash.

No. 50, American history and biography.

No. 65, Foreign relations: Diplomacy, international law, Mexico, European war.

These lists of documents which the Superintendent of documents has for sale include many references to government sources for United States history.

BIBLIOGRAPHIES

144. Besides the lists of books in the history reference books already described, there are several excellent special bibliographies for history described in the chapter on Bibliography, sections 337-45.

ATLASES

145. A few historical maps are included in some general atlases; e.g. Century atlas, (see section 124.), in general encyclopedias and in histories and historical reference books; e.g. Charles Downer Hazen's Modern European History and Larned's History for Ready Reference. There are, however, several good historical atlases of which the following are examples:

146. Shepard, William Robert. Historical atlas. N.Y. Holt. 1911.

Maps covering history from 1450 B.C. to the 20th century, arranged in chronological order. Especially good for war campaigns and treaty maps. Table of contents and Index of places.

147. Poole, Reginald Lane. Historical atlas of modern Europe from the decline of the Roman empire; comprising also maps of parts of Asia, Africa and the New world, connected with European history. Oxford Clarendon Press. 1902.

Larger maps than most of the historical atlases, with explanatory text.

148. Cambridge modern history. v.14. Atlas. See section 133.

149. Droysen, G. Allgemeiner historischer hand-atlas. Bielefeld. Velhagen. 1886.

One of the standard historical atlases, but difficult to use without a knowledge of German.

CLASSICAL ANTIQUITIES

150. Harper's Dictionary of classical literature and antiquities, e.d. by Harry Thurston Peck. N.Y. Harper. 1896.

Best popular work on Greek and Roman antiquities, literature, art, mythology, and biography. Short articles with a few bibliographical references. Arranged alphabetically under Latin title, with cross reference from English title. Many illustrations and a few maps.

151. Smith, Sir William, ed. Dictionary of Greek and Roman antiquities. Ed. 3, rev. and enl. Lond. Murray. 1890-91. 2v.

More minute than Harper. Intended for the use of classical students. Articles are entered under Greek or Latin titles, arranged alphabetically. English, as well as Greek and Latin, indexes in v.2.

152. ----------Dictionary of Greek and Roman biography and mythology. Lond. Murray. 1894. 3v.

More names included than in Harper, and more detailed articles.

153. Whibley, Leonard. Companion to Greek studies. Ed. 2. Camb. Eng. Cambridge univ. press. 1906. Sandys, Sir John Edwin. Companion to Latin studies. Ed. 2. Camb. Eng. Cambridge univ. press. 1913.

Chapters by different authorities on Greek and Roman history, art, literature, mythology, public and private life, etc. Short bibliographies at ends of articles. Good to use when information on broad subjects is desired, which the regular classical dictionaries scatter under specific terms. Detailed table of contents and several indexes make them easy to use.

ENGLAND

154. Low, Sidney James and Pulling, F.S. Dictionary of English history, New ed. rev. Lond. Cassell, 1897.

Concise articles on English history, institutions, and biography, sometimes signed and followed by bibliography. Arranged alphabetically.

155. Annual register (see sections 141,91) should be consulted, especially for source materal in the 18th to 20th centuries.

UNITED STATES

156. Harper's encyclopaedia of United States history. New ed. rev. and enl.N.Y. Harper 1912. 10v.

Popular encyclopedia of U.S. history. Includes as a special feature reprints of speeches, abstracts of laws, extracts from journals.

Arranged alphabetically. Many illustrations and small detail maps.

157. For source material consult Miller's Debates, Appleton's annual cyclopaedia and Annual register. (See sections 140-142.)

CHAPTER XV.

SOCIOLOGY

POLITICAL SCIENCE AND ECONOMICS

158. Information about the forms of government in specific foreign countries is best obtained in the Statesman's yearbook (section 177) and year books of countries (section 180) while lists of government officials, digests of state and federal laws on certain subjects; e.g. child labor, and texts of recent important laws are found in annual cyclopedias and almanacs (see sections 89-95.) Discussions of the principles of government and economic and social problems, as well as more detailed accounts of departments and laws of the United States and Illinois are found in the following:

159. Cyclopedia of American government, ed. by Andrew C. McLaughlin and Albert Bushnell Hart. N.Y. Appleton. 1914. 3v.

Article on the theory and principles of government as well as articles describing American government, national, state, and local. Treats some aspects of foreign states which are especially interesting to American readers. Many small topics, explanations of such allusions as "Kitchen Cabinet", included. Longer articles are usually signed, sometimes by initials explained in front of v.1. Good bibliographies.

Arranged alphabetically, with many cross references. Elaborate index in v.3, which is useful in finding every thing in the cyclopedia on any subject.

160. Lalor, John Joseph. Cyclopedia of political science, political economy and of the political history of the United States. Chicago. Rand. 1882-84. 3v.

Not recent, but useful for political history. Articles are usually long, written by specialists, and frequently have bibliographies. Alphabetical arrangement by broad subjects.

161. Palgrave, Robert Harry Inglis. Dictionary of political economy. Lond. Macmillan. 1894-1908. 3v.

Political economy from the English viewpoint. Articles are signed and usually have bibliographies at the end. Arranged alphabetically with analytical index in v.3.

162. Bliss, William Dwight Porter and Binder, R. M. New encyclopedia of social reform. New ed. N.Y. Funk. 1908.

Political and social questions in which reforms have been agitated. Has attempted to give both sides of a question by including articles by those in favor of either side. Longer articles are signed and have short bibliographies. Alphabetical arrangemnt, with index.

163. U.S. Congress. Congressional record. Wash. Government printing office.

Daily record of the debates and proceedings of Congress. Index issued every two weeks. Bound volumes issued at end of session, with index covering whole session. Numerical list of bills at the end of the index gives page references in the Record, by which the passage of the bills through Congress may be traced.

164 ---------- Official Congressional directory. Wash. Government printing office.

Three editions for each long session of Congress.

Biographical sketches of members of the Cabinet and Congress, names of members of committees and federal commissions, the judiciary, diplomatic and consular service both to and from the United States, and press representatives. Official duties of the executive departments. Maps of Congressional districts and the plan of the Capitol.

Alphabetical table of contents in the front and individual; i.e. Personal, index in the back.

165. Illinois. Secretary of state. Blue book of the state of Illinois. Springfield, Ill.

Published for each General Assembly; i.e biennially, in the odd years.*

Names of state and county officials, a sketch of Illinois history, something of state institutions, and much miscellaneous information about the state. Constitutions of United States and Illinois.

Subject and personal index at the back.

166. Lapp, John A. Important federal laws. Indianapolis. Bowen. 1917.

A compilation of federal laws affecting many classes of citizens.

Arranged in groups according to special interest involved; e.g. agriculture, banking, business, labor, national defense, moral reform, etc. The volume includes a Supplement "embracing the important acts of the Special Session of Congress" April 2 - Oct. 6, 1917; i.e the war legislations. Separate indexes for main part of volume and for Supplement.

167. Hurd, H. B. Revised statutes of the state of Illinois. 1917. Chicago. Chicago legal news co. 1918.

A compilation of laws in force in Illinois, Jan. 1, 1918.

Arranged alphabetically in the form of chapters on large subjects. Minute index on the back refers to page and paragraph: 1197, 86 means page 1197, paragraph 86.

168. Legislative voters' league of the state of Illinois. Assembly bulletin. Mount Morris, Ill. 1913-date.

Published weekly. Aims to furnish "exact information concerning the scope and purpose of legislation" in the state legislature.

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*There are similar books published for other states.

169. Public affairs information service. Bulletin. N.Y. Wilson. 1915-date.

Published weekly, with bi-monthly and annual cumulation. Indexes books, society publications, government documents and periodicals for subjects in political and economic science. Includes typewritten material of which copies may be purchased from the P.A.I.S. Arranged alphabetically by subject.

170. Debaters' handbook series. N.Y. Wilson.

About thirty-five small volumes, each on a different debateable subject of current interest. Reprints of material from books, magazines and pamphlets, with good bibliographies and briefs of the subjects.

171. U.S. Immigration commission. Reports. Wash. Government printing office. 1911. 42v.

Great deal of valuable information on immigrants in relation to industries, social conditions, education, charity, crime and legislation. Include also a dictionary of races or peoples. The first two volumes are abstracts of the Reports.

172. U.S. Bureau of labor statistics. Bulletin. Wash. Government printing office.

Results of investigations in different industries and different localities. Published in series: Wages and hours of labor, Workmen's insurance and compensation, industrial accidents and hygiene, Labor laws of the United States, Foreign labor law, Retail prices and cost of living, Wholesale prices, Women in industry, Miscellaneous.

173. U.S. Superintendent of documents. Price lists of government documents. Wash.

The following lists include titles of many government documents which may be procured for comparatively low prices on many subjects of political science, economics and sociology:

No. 10, Laws: Federal, state and international.
No. 33, Labor: Arbitration, cost of living, employers' liability, old-age and civil service pensions, eight-hour law, insurance, strikes.
No. 54, Political science: Initiative, referendum, recall, elections, prohibition, woman suffrage, and District of Columbia.
No. 67, Immigration: Naturalization, citizenship, Europeans, Chinese, Japanese, Negroes.

STATISTICS

174. Great care must be exercised in trying to prove any point by statistics, first, that they are accurate, and second, that in comparing statistics they shall be based on like conditions. It is often difficult, if not impossible, to find in print as recent statistics as are desired. Almanacs, as a rule, give most recent statistics, but they are not always reliable. Government bureaus may be expected to publish the most accurate statistics, but their figures are very frequently a year or more old before they are published. Certain statistical reference books are based on official returns and they are listed below with some of the government general statistical reports.

GENERAL

175. Mulhall, Michael G. The dictionary of statistics. 4th ed. rev. to November 1898. Lond. Routledge. 1903

Comparative table of statistics of all countries. In two parts: "the first comprising all known statistical data from the time of the Emperor Diocletian down to the year 1890, the second embracing so far the final decade of the century". Preface Feb.2, 1899.

Each part is arranged alphabetically by subjects. Minute index.

176. Webb, Augustus D. The new dictionary of statistics. London. Routledge. 1911.

Supplementary to Mulhall, which it resembles in arrangement. Preface is well worth reading before attempting to use statistics.

177. Statesman's year-book, 1864-date. London. Macmillan.

"A concise and reliable manual of descriptive and statistical information about the governments of the world". Kroeger.

British Empire is given first, followed by the United States and then by the other countries in alphabetical order. After the discussion of each country is a list of official publications and of books about the country. Full index. A few maps.

UNITED STATES

178. U.S. Bureau of statistics. Statistical abstract of the United States, 1878-date. Wash. Government printing office.

Statistics of the population, finance, industries, production, consumption, etc. for the year covered by the volume and in many cases for a number of years past. A few statistics for foreign countries. Table of contents and good index.

179. U.S. Bureau of the census. Census of the United States. Wash. Government printing office.

Compiled and published every ten years since 1790. Statistics and monographs on population, industries, and resources of the United States.

The last Census was the Thirteenth, taken in 1910 and published in 1913 in 11v. Contents:- v.1-3, Population; v.4, Occupation; v.5-7, Agriculture; v.8-10, Manufactures; v.11, Mines and quarries. Includes many charts, diagrams, maps, etc. Complete Tables of contents in each volume, but no index.

The A b s t r a c t of the Thirteenth census "contains in tabular form all the important census statistics for the U.S. as a whole and for each state and principal city, together with a brief text explaining their meaning". Announcement, 13th Census, v.11. There are special editions with supplements giving all the census returns for one state; e.g. Illinois.

The S t a t i s t i c a l a t l a s o f t h e U n i t e d S t a t e s illustrates by means of charts and diagrams the statistics of population, agriculture, manufactures, etc. which are given in the Thirteenth census reports. Index to illustrations as well as Table of contents.

FOREIGN

180. Much descriptive material as well as statistics is given in the following year books, of which the British are official publications of the governments of the respective colonies.

Australia official year book
Canada year book
Indian year book
New South Wales offical year book
New Zealand official year book
South African year book
Victorian year book.
Argentine year book.
China year book
Japan year book
Mexican year book
Russian year book
South American year book.

CUSTOMS

181. In addition to the special books noted, handbooks of general information (see sections 226-229) contain interesting bits of information on customs of certain holidays and seasons of the year and legends connected with famous people and places.

Books of travel furnish material on national customs and may be found through the card catalog by looking under the name of the country with subheadings Description and travel and Manners and customs. Dictionaries of classical antiquities, of course, should be consulted for the ancient Greeks and Romans. (see sections 150-53)

182. Walsh, William Shepard. Curiosities of popular customs. Philadelphia. Lippincott. 1900.

Origin of holidays, antiquities, customs and religious ceremonies, observed in countries all over the world. Legends and lives of saints. Arranged alphabetically.

183. Chambers, Robert. Book of days; a miscellany of popular antiquities in connection with the calendar. Lond. Chambers. 1869. 2v.

A great variety of miscellaneous information, including biographical and historical anecdotes, arranged chronologically under the days of the year. Events and traditions connected with special days may be found under their dates. For other information it is necessary to use the index in v.2.

184. Brand, John. Observations on the popular antiquities of Great Britain; rev. by Sir Henry Ellis. New ed. Lond. Bell. 1888-1895. 3v.

Customs, ceremonies, and superstitutions of Great Britain.

First volume contains customs connected with special days; the second, customs connected with special occasions; and the third, omens and superstitions.

General index to specific subjects in v.3.

185. Hazlitt, William Carew. Faiths and folklore; a dictionary of national beliefs, superstitions and popular customs ... forming a new ed. of the Popular antiquities of Great Britain by Brand and Ellis. Lond. Reeves. 1905. 2v.

A later edition of Brand and similar to it in scope, but arranged alphabetically.

CHAPTER XVI

LITERATURE

186. Listed below are a number of books that will be found useful sources of information in the field of literature. Often they will need to be supplemented, however, by material from the general encyclopedias, biographical dictionaries, and periodical indexes, in addition to books from the stacks such as general histories of literature, books on the various forms of literature, biographical and critical material about an author or the texts of his works. (See sections 26-29 for forms of entry in catalog.)

COLLECTIONS AND DICTIONARIES.

General

187. Warner, Charles Dudley, ed. Library of the world's best literature, ancient and modern. N.Y. Hill, c1902. 46v.

Consists mainly of selections from the writings of the more important authors of all countries and all times. Good biographical and critical discussions precede the selections from each author. Arrangement is alphabetical by author discussed. Portraits. Contents of v.40-41, Songs, hymns, and lyrics; v.42-43, Dictionary of authors; v.44-45, Synopses of noted books; v.46, Guide to systematic reading.

188. Stedman, Edmund Clarence, and Hutchinson, E.M., ed. Library of American literature. N.Y. Webster, 1889-90. 11v.

Extracts from the writings of Americans from the beginning of the colonial period to 1888. Broad in scope, including much material which illustrates the political or social life of the nation, but which is not literature in the usual sense. No criticism. Arrangement is chronological. Brief biographies of all authors represented in the work are given in v.11. General index in v.11 is by author, subject, or form of literature, sermons being indexed under Theology, letters under Correspondence, poems under Poetry, stories under Fiction, etc. Illustrated with portraits.

189. Chambers, Robert. Cyclopaedia of English literature. New ed. by David Patrick. Phil. Lippincott, 1902-04. 3v.

Gives biographies and selections from typical writings of the most important English authors. Also, two sections entitled "English literature in the British dominions beyond the seas" and "American literature". A general index in v.3.

Anthologies

190. Carman, Bliss, ed. World's best poetry. Phil. Morris, c1904 10v.

An anthology arranged by broad subjects, as Home, National spirit, Religion, Tragedy, Humor, Nature, etc. Essays at the front of each volume on subjects relating to poetry. Portraits and other illustrations. v.10 contains poetical quotations arranged by subject, and general indexes by authors, titles and first lines.

191. Ward, Thomas Humphry, ed. English poets. N.Y. Macmillan, 1908-18. 5v.

A chronological arrangement. Brief biographical sketches and good critical essays by authorities precede the selections from each author. No American poets are included. Index of poets and of critics in v.5.

192. Bryant, William Cullen, ed. New Library of poetry and song. Rev. and enl. N.Y. Fords, c1900.

A collection of poems written in English arranged by large subjects. Index of authors in the front of the book, of first lines and of quotations in the back of the book.

193. Stevenson, Burton Egbert, ed. Home book of verse, American and English, 1580-1918, with an appendix containing a few well known poems in other languages. 3d ed. rev. and enl. N.Y. Holt, 1918.

Especially valuable in including work of modern poets. Arranged by broad subjects with an index under author, first lines and titles.

194. Stedman, Edmund Clarence, ed. American anthology, 1787-1900... Bost. Houghton, 1901.

A collection of poems arranged by period. Short biographies of the poets represented and titles of their leading works are given at the back of the book. Index of first lines, one of titles and one of poets.

195. ----------Victorian anthology, 1837-95. Bost. Houghton, c1895.

A selection from the British poetry of the period. Arranged in broad chronological divisions with the work of colonial poets in a separate division. Under each period poems are arranged according to their type. Index of first lines, one of titles and one of poets.

Orations.

196. Reed, Thomas Brackett, ed. Modern eloquence. Phil. Morris, 1901-03. 15v.

First ten volumes are limited to speeches delivered during the last century. V.1-3 contain after-dinner speeches, v.4-6, lectures, v. 7-9, occasional addresses; v.10 is a collection of anecdotes arranged by classes, followed by a general index to the first ten volumes. V.11-15, political oratory, contain examples from all periods. Brief introductions before each speech give the circumstances which occasioned it. General index to v.11-15 is in v.15.

197. Brewer, David Josiah, ed. World's best orations. St. Louis, Kaiser, 1900. 10v.

Includes in full the best speeches of the world's greatest orators from the earliest period to modern times, with extracts from speeches of others of less importance. Alphabetically arranged by names of orators. A general index to v.10 for subjects and titles; also a number of special indexes.

Essays

198. Brewer, David Josiah, ed. World's best essays. St. Louis, Kaiser, 1900. 10v.

General plan corresponds to that of the World's best orations. Many essays are given in full. Indexes are in v.10.

Collections of literary criticism.

199. Allibone, Samuel Austin. Critical dictionary of English literature and British and American authors... from the earliest accounts to the middle of the 19th century... Phil. Childs, 1858-71. 3v.
---------Supplement... by J. F. Kirk. Phil. Lippincott, 1892. 2v.

Includes a great many names, and gives under each a brief biographical sketch, full lists of works, and extracts from the published criticisms of them in books and periodicals. At the end of some articles references are given to other places where criticisms may be found. The supplement brings the work down to 1888. Some of the later authors are included both in main work and in supplement. Arrangement is alphabetical by author.

200. Moulton, Charles Wells, ed. Library of literary criticism of English and American authors. Buffalo, Moulton pub. co. 1901-05. 8v.

Similar to Allibone in scope and purpose. Fewer authors are included, but more criticism is given under each. Arrangement is chronological. Under each author, criticism is of the separate works in order of their publications, preceded by comment on the personality of the author, and followed by general criticism. The first of the two indexes in v.8 is of authors criticized; the second indexes the writers of the criticisms.

QUOTATIONS

201. Books of quotations are useful in finding quotations on a certain subject or appropriate to a certain occasion, the authorship of a particular quotation, the correct form of a quotation, and the lines of an author that are most often quoted.

202. Bartlett, John. Familiar quotations... 10th ed. rev. and enl. by N. H. Dole. Boston. Little, 1914.

Quotations from prose and poetry from the earliest times down to the present. Gives exact reference to author and work from which the quotation is taken. Arrangement is chronological under authors. Index of authors in the front and index by important words of the quotation in the back. One of the most complete, accurate, and satisfactory of the collections.

203. Hoyt, Jehiel Keeler. Cyclopaedia of practical quotations, English, Latin, and modern foreign languages... New ed. rev. cor. and enl. N.Y. Funk, c1896.

Arranged by subjects (instead of chronologically like Bartlett) and under each subject alphabetically by author. Index refers not only to the page but also to the exact position on the page where a quotation will be found. In the case of a few of the most quoted authors, the name of the author is also indicated. Most useful for quotations by subjects.

204. Walsh, William Shepard. International encyclopedia of prose and poetical quotations from the literature of the world... Phil. Winston, c1908.

Arranged in one alphabet by subject. An index of topics with cross references, and a list of authors quoted at the beginning; an index of important words at the end.

205. Allibone, Samuel Austin. Poetical quotations from Chaucer to Tennyson. New ed. Phil. Lippincott, 1901.

Only English quotations are included. Arranged alphabetically by subject. Indexed by authors, subjects, and first lines.

206. ---------- Prose quotations from Socrates to Macaulay. Phil. Lippincott, 1901.

Brief quotations from the prose literature of the world. Arranged alphabetically. Indexed by authors and subjects.

207. Bent, Samuel Arthur. Familiar short sayings of great men; with historical and explanatory notes. 9th ed. rev. and enl. Bost. Houghton, 1896.

Contains only oral utterances with the exception of some passages from letters, journals, proclamations, and addresses. Arranged alphabetically by author of quotation. Index of sayings.

208. Day, Edward Parsons. Day's Collacon; an encyclopaedia of prose quotaticns... Lond. Low, 1883.

Prose quotations arranged alphabetically by subjects. No index to quotations, but an index to subjects in the front of the book and a biographical index of authors.

209. Swan, Helena. Dictionary of contemporary quotations (English). Lond. Sonnenschein, 1904.

"Roughly speaking, the poems from which these quotations are taken date from after 1850". P r e f a c e Subject arrangement. Author index.

210. Christy, Robert. Proverbs, maxims, and phrases of all ages... N.Y. Putnam, 1893. 2v.

Arrangement alphabetical by subject of proverbs, etc.

211. Hazlitt, William Carew. English proverbs and proverbial phrases... Lond. Reeves, 1907.

212. Edmund, Peggy and Williams, H. W. Toaster's handbook; jokes, stories and quotations. White Plains, N.Y. Wilson, 1914.

Aims to assist the toast writer by supplying him with a story, definition or verse (for the most part humorous). Arranged alphabetically by subject.

213. Concordances to the Bible (see section 245) afford the best means of identifying Biblical quotations; and special author concordances, when available, furnish more complete treatment of authors than books of general quotations can give; e.g. John Bartlett's Concordance to Shakespeare, and similar publications for Burns, Cowper, Keats, Shelley, Tennyson, Wordsworth, etc. There are also special author dictionaries that are useful in identifying references to characters, places, etc., mentioned in an author's works.

INDEXES TO GENERAL LITERATURE.

214. "A. L. A." index; an index to general literature... 2d ed. enl. and brought down to January 1, 1900. Bost. American library association, c1901.

---------- supplement, 1900-10. Chicago, American library association publishing board, 1914.

A subject index to books of essays and travel, society and government publications, and volumes of a miscellaneous content that are most commonly found in the libraries of this country and that are especially good for reference work. Information given: Author and brief title of book, volume and page. An alphabetical author list of the books indexed (with call number, if in this library) is in the back of the main work and in the front of the supplement.

215. Baker, Ernest Albert. Guide to the best fiction in English. New ed. enl. and rev. Lond. Routledge, 1913.

A selected list of the best English and American fiction and of foreign fiction translated into English with brief note as to the contents and style of each book. Arranged according to the nationality of the author and then under periods alphabetically by author. Index is by authors, titles, subjects, characters, and localities.

216. Baker, Ernest Albert. Guide to historical fiction. Lond. Routledge. 1914.

A list of about 5,000 novels in English which in any way picture the life of the past.

Brief note as to scene, plot, characters, etc., of each novel. Arranged first by the country furnishing the setting of the novel and then chronologically by historical period. Index of authors, titles, subjects, historical characters, places, events, etc.

217. Firkins, Ina Ten Eyck. Index to short stories. White Plains, N.Y. Wilson, 1915.

References to stories by more important English and American authors and a few foreign authors whose stories have been translated into English. Indexes the stories published in collected editions and separate volumes of authors' works, in periodicals and collections of literature. Arranged alphabetically by author and title, with the author's name in heavy type. References to the books and magazines in which the story may be found are given only under the author's name.

218. Granger, Edith, ed. Index to poetry and recitations...Rev. and enl. ed. Chicago, McClurg, 1918.

Indexes "four hundred and fifty volumes, comprising standard and popular collections of poetry, recitations (both prose and verse), orations, drills, dialogues, selections from drama, etc." (Preface). The book is divided into three parts: title, author and first line indexes. The title index is the main part and references are given here by means of symbols to the various books in which the selection may be found. In the front is a Key to symbols to which the call numbers have been added if the books are in this library.

219. Book review digest, 1905-date. N.Y. Wilson, 1906-date.

A list of the more important books of general interest published during the period covered by the volume. Arranged alphabetically by authors with an index under subject, title and pseudonym. Digests reviews that have appeared for each book (selected from about sixty publications) with the number of words in each article and an indication by the use of + (for favorable) and − (for unfavorable) of the reviewer's estimate of the book. Monthly numbers with semiannual and annual cumulations.

220. A.L.A. booklist; a guide to the best new books... 1905-date. Chic. American library association publishing board, 1905-date.

Published monthly (except August and September). Planned primarily as an aid in book selection for a medium sized public library but useful as a guide to important new books. Gives brief descriptive notes.

221. United States catalog; books in print January 1, 1912 ... Minn. Wilson, 1912.
----------Supplement; books published 1912-17. N.Y. Wilson, 1918.

A list of all the books in print in the U.S. Jan. 1, 1912, and a supplement for all books published from 1912 to 1917. Arranged alphabetically under author, subject and title of the book. Gives publisher and price for each. In the back, is a directory of publishers giving their street addresses.

222. Cumulative book index, 1918-date. N.Y. Wilson, 1918-date.

Supplements the United States catalog (above) and keeps it up-to-date.

223. Ayer, N.W. and Son. American newspaper annual and directory, 1881-date. Phil. Ayer, 1881-date.

A list of American (including Canadian, Cuban, and the West Indian) newspapers and periodicals with information concerning the circulation, names of editors, publishers and prices, date of establishment, politics or other distinctive features. Arrangement is alphabetical under states and then towns. Classified lists of publications in the back; e.g. , Daily newspapers, Religious publications, Agricultural publications, etc. Contains other miscellaneous material such as postal information, proof-reader's marks, population statistics, etc.

224. Severance, Henry Ormal. A guide to the current periodicals and serials of the United States and Canada. 3d ed. Ann Arbor, Mich. Wahr, 1914.

An alphabetical list of periodical publications giving frequency of publication, price, publisher and place of publication.

HANDBOOKS

225. Handbooks of general information are often useful in furnishing material on literary, biographical or mythological allusions, including plots and legends. There are a great number of these books, many of them covering much the same field and no two duplicating each other. The arrangement is usually alphabetical and the title often shows the scope of the particular work.

226. Brewer, Ebenezer Cobham. Reader's handbook of famous names in fiction, allusions, references, proverbs, plots, stories and poems. New ed. rev. and enl. Phil. Lippincott, 1902.

One of the most satisfactory of the handbooks.

227. - - - - - Dictionary of phrase and fable. New ed. enl. Phil. Lippincott, 1900.

Similar to Reader's handbook, but includes rather smaller subjects and explanations of phrases.

228. Century cyclopedia of names; a pronouncing and etymological dictionary. Rev. and enl. ed. N.Y. Century co. c1911.

(For description of this volume see note on Century dictionary, section 99).

229. For some obscure subjects it may be necessary to consult the following:

Walsh, William Shepard. Heroes and heroines of fiction; classical, mediaeval, legendary. Phil. Lippincott, c1915.

- - - - - - - - - - - Heroes and heroines of fiction; modern prose and poetry. Phil. Lippincott, c1914.

- - - - - - - - - - - Handy-book of literary curiosities. Phil. Lippincott, 1893.

Edwards, Eliezer. Words, facts and phrases... Phil. Lippincott, 1881?

Frey, Albert Romer. Sobriquets and nicknames... Bost. Houghton, 1895.

Phyfe. William Henry Pinkney. Five thousand facts and fancies... N.Y. Putnam, 1901.

Reddall, Henry Frederic. Fact, fancy and fable... Chic. McClurg, 1892.

Spence, Lewis. Dictionary of medieval romance and romance writers. London, Routledge, 1913?

Thorne, Robert. Fugitive facts; a dictionary of rare and curious information... N.Y. Burt, c1889.

Wheeler, William Adolphus. Explanatory and pronouncing dictionary of the noted names of fiction, including also, familiar pseudonyms, surnames bestowed on eminent men, and analogous popular appellations often referred to in literature and conversation. 23 ed... Bost. Houghton, 1894.

- - - - - - - - - - - Who wrote it? An index to the authorship of the more noted works in ancient and modern literature; ed. by C. G. Wheeler Bost. Lee, c1881.

CHAPTER XVII

FINE ARTS,

ARCHITECTURE

230. Sturgis, Russell. Dictionary of architecture and building, biographical, historical and descriptive. N.Y. Macmillan, c.1901. 3v.

Descriptions of famous buildings articles, on architecture of various countries, biographies of architects as well as more technical material. Some articles are very short, hardly more than definitions, others are long and signed. Arranged alphabetically. Many illustrations and plates.

231. Longfellow, William Pitt Preble. Cyclopaedia of works of architecture in Italy, Greece and the Levant. N.Y. Scribner, 1903.

Descriptions of notable architectural works in Italy, Greece and the Levant arranged alphabetically by places.

PAINTING

232. Bryan, Michael. Dictionary of painters and engravers. New ed. rev. and enl. under the supervision of G.C. Williamson. Lond. Bell, 1903-05. 5v.

For each painter or engraver included are given brief biographical facts, and a list of his most important works with name of the gallery or museum containing the original. Omits living artists. Arranged alphabetically by name of artists. Good reproductions of famous paintings. First edition was published in 1816.

233. Champlin, John Dennison,jr. and Perkins, C.C. Cyclopedia of painters and painting. N.Y. Scribner, 1900. c.1885-87. 4v.

A few biographical facts for each painter, also a list of his works and sometimes a short bibliographical note. Under the names of famous paintings are very brief descriptions. Alphabetically arranged by names of artists and pictures. Illustrations are merely outlines.

234. Grove, Sir George. Dictionary of music and musicians; ed. by J. A. F. Maitland. N.Y. Macmillan, 1904-10. 5v.

A standard work on the subject, but especially good for English music and musicians. Articles are by authorities, and are signed by initials explained in the front of each volume. Many bibliographies. Arrangement is alphabetical.

235. Hubbard, William Lines. American history and encyclopedia of music. Toledo, Squire, c.1908-10. 12v.

Contents: v.1-2, Operas; v.3 Foreign music; v.4, Instruments; v.5-6 Musical biographies; v.7, American music; v.8, Oratorios and masses; v.9, Theory; v.10, Musical dictionary; v.11-12, Essentials of music. A very poor index to the set in the back of v.12 refers to volumes by letters.

236. University musical encyclopedia. N.Y. University society, 1911-14. 12v.

Aims to cover the entire field of music. By various authors. Contents: v.1-2, History of music; v.3-4, Great composers; v.5, Religious music; v:6, Vocal music and musicians; v.7, Opera; v.8, Theory of music; v.9-10, Dictionary of music; v.11-12, Musicians practical instructor. No general index.

CHAPTER XVIII

COSTUMES

237. Costume books are of use, not only to students of the history of dress, but also to anyone interested in staging historical plays or pageants, or in fancy dress for social affairs. The books listed below are the larger works on the subject. Similar books of smaller size may be found by looking in the Card catalog under the headings: Costume, Dress. Illustrations of costume are also often found in books of travel and in the National geographic magazine.

238. Kretschmer, Albert. Die trachten der völker... ed.2. Leipzig. Bach. 1882.

First half of book is a history of costume; second half is a series of illustrations of costumes of all nations and times. Text is in German.

239. Pauquet, P. anb Pauquet, H. Modes et costumes historiques, Paris. Bureau des modes et costumes historiques. n.d.

No text. The book consists of ninety-six plates in color, illustrating French costume from the fifth to the nineteenth century.

240. Planché, James Robinson. Cyclopaedia of costume... Lond. Chatto. 1876-79. 2v.

V. 1 is a dictionary of costume, giving definitions of terms used in describing dress of different periods. V.2 is a history of costume in Europe from 53 B.C. to recent times. Well illustrated and has more text than other books on the list.

241. Racinet, Albert Charles Auguste. Le costume historique. Paris. Firmin-Didot. 1888. 6v.

Five hundred plates showing costumes and "personal effects" of people of all times and countries, and also interior scenes in ancient and medieval homes. A descriptive article accompanies each plate. V. 1 contains analytical contents of the work, a geographical and ethnological index, a glossary, a bibliography of costume, and other miscellaneous material on the subject. Text is in French. A card index in English to the illustrations is kept at the Reference Desk.

CHAPTER XIX

RELIGION

242. New Schaff-Herzog encyclopedia of religious knowledge, ed. by S. M. Jackson and others. N.Y. Funk, c.1908-14. 13v.

"Not limited to the Christian religion but includes articles on other religions and religious leaders. Covers the whole field of biblical, historical and contemporary theology, church history and religious biography, including separate articles on all sects, denominations and churches, organizations and societies, missions, doctrines, controversies, etc. Biographical notices include those of men still living". Kroeger. The more important articles are signed and have bibliographies. Alphabetical arrangement. v.13 is an index to be used in finding all the important references on a certain subject.

243. Encyclopaedia of religion and ethics, ed. by James Hastings . Edin. Clark, 1908-19. v.1-10.

Not yet completed. "The Encyclopaedia will contain articles on all religions of the world and on all the great systems of ethics. It will aim, further, at containing articles on every religious belief or custom, and on every ethical movement, every philosophical idea, every moral practice. Such persons and places as are famous in the history of religion and morals will be included". Preface v.1 "Much attention is given to social topics which have an ethical or religious aspect". Preface v.2. Signed articles with bibliographies.. Arranged alphabetically.

244. Hastings, James. Dictionary of the Bible, dealing with its language, literature and contents. N.Y. Scribner, 1898-1907. 5v.

Signed articles on peoples, places, antiquities, archaeology, contents and literature of the Bible and on Biblical theology. Short bibliographies. Arrangement is alphabetical. v.5 is an "extra" volume, containing thirty-seven articles not alphabetically arranged, maps and indexes. An alphabetical list of the articles included in the "extra" volume is in the front.

245. Young, Robert. Analytical concordance to the Bible. 7th ed. rev. N.Y. Funk, 1899.

Gives meaning and pronunciation of words in the Bible, quotations of sentences or phrases in which the work is used, with reference to book, chapter and verse from which the quotation is taken. Forms a minute index to the Bible as well as glossary. Alphabetical arrangement.

246. Julian, John. Dictionary of hymnology, setting forth the origin and history of Christian hymns of all ages and nations. Rev. ed. with new supplement. Lond. Murray. 1908.

Treats of the origin and history of Christian hymns, biographies of hymn writers and various phases of hymnology. Important articles are signed by initials explained in front. Arranged alphabetically. In the back are indexes to the main part and to the appendices and supplement under first lines of hymns, and authors, translators, editors, etc.

247. Bible. Riverside parallel Bible: being King James' version (1611), arranged in parallel columns with the revised versions of 1881 and 1885, Bost. Houghton, n.d.

CHAPTER IX

EDUCATION.

248. Although there is some material to be found on education in general encyclopedias, the cyclopedia of American government (see section 159) and Larned's History for ready reference (see section 152) and through periodical indexes, especially Readers' guide supplement (see section 73), the most detailed and up-to-date information is given in the special encyclopedia of education and the directories and government publications listed below.

249. Monroe, Paul, Cyclopedia of education. N.Y. Macmillan, 1911-13. 5v.

A comprehensive work by authorities, including articles on many educational topics. History of education in different countries, states and cities is given and present systems are described. There is some biography. Excellent bibliographies follow many of the articles. Arrangement is alphabetical.

250. U.S. Bureau of education. Annual report. Wash. Government printing office. 1867-date.

Two volumes for each year: the first containing articles on educational topics of current interest, laws, and information concerning education in the various states and countries; the second consisting of statistics of schools and colleges in the United States. Index in each volume and general index for 1867-1907.

251. ---------- Bulletin. Wash. Government printing office. 1906-date.

Issued irregularly, usually about fifty a year. Each number is on a separate topic of current educational interest, such as the honor system, vocational education, Gary school system, Montessori system.

252. ---------- Monthly record of current educational publications. Wash. Government printing office. 1913-date.

Lists books and articles on educational subjects appearing in periodicals, government and society publications. Arranged under broad subjects. Author and subject index for each volume.

253. ---------- Educational directory. Wash. Government printing office. 1914-date.

No. 43 of the Bulletins each year. Gives names of school superintendents, university and college presidents and deans, directors of special schools, librarians of public libraries, officers of educational associations, etc.

254. Illinois. Department of public instruction. Illinois school directory. Springfield. State of Illinois.

Published annually. Personnel of the state department of public instruction, county superintendents of schools, list of all graded schools in Illinois, with names of superintendents and principals, faculties of Illinois state normal schools, officers of state educational associations.

255. Patterson's American educational directory. Chicago. American educational co. 1903-date.

Published annually. First part of book is a list of schools, colleges, and other educational instutions, arranged by state and city. Following this is a classified directory of schools arranged according to the kind of school; e.g. schools of journalism; a library directory of the United States, list of college colors, an alphabetical index of schools and list of educational associations.

Information given under each city in main part includes municipal officers of education, principals of high schools, and private schools and universities, with the dates of their establishment and a few other facts. Contains more information than the U.S. Educational directory, but not quite so accurate.

256. Baird, William Raimond. Baird's manual of American college fraternities. 8th ed. N.Y. The College fraternity publishing co. 1915.

Introductory section on origin, progress, manners, customs and peculiar features of Greek-letter fraternities. Histories of separate fraternities including pictures of pins, list of chapters and famous members. Includes professional, honorary and local fraternities, statistical tables, and Directory of colleges giving names of fraternities having chapters at each university. Alphabetical index of fraternities.

CHAPTER XXI

SCIENCE

257. Smithsonian institution. Annual report. Wash. Government printing office.

Besides official reports of officers of the Institution, it contains popular papers by different authorities on scientific topics of current interest.

258. U.S. Geological survey. Bulletin. Wash. Government printing office.

Besides the more technical bulletins are bulletins on economic geology, mineral resources, and guidebooks of national parks with many illustrations and maps.

259. Thorpe, Sir Edward. Dictionary of applied chemistry. Rev. and enl. ed. N. Y. Longmans. 1912-13. 5v.

An encyclopedia of chemistry in its application to arts and manufactures. Articles are by authorities. Many are signed by initials, explained in the front of each volume, and are followed by good bibliographies. Arrangement is alphabetical by small subjects. Illustrated.

260. Hodge, Frederick Webb. Handbook of American Indians north of Mexico. Wash. Government printing office. 190?-10. 2v. (U. S. Bureau of American ethnology. Bulletin 30.)

"Contains a descriptive list of the stocks, confederacies, tribes, tribal divisions and settlements north of Mexico, accompanied with the various names by which these have been known, together with biographies of Indians of note, sketches of their history, archeology, manners, arts, customs and institutions and the aboriginal words incorporated in the English language... Accompanying each synonym (the earliest known date always being given) a reference to the authority is noted, and these references form practically a bibliography of the tribe for those who wish to pursue the subject further." Preface.

261. Gray's new manual of botany, a handbook of the flowering plants and ferns of the Central and Northeastern United States and adjacent Canada. 7th ed. N.Y. American book co. 1908.

Classified arrangement of plants by families and species, with Glossary and minute index. Illustrations small showing details rather than general appearance of plants,

262. Mathews, F. S. Field book of American wild flowers. New ed. N.Y. Putnam. 1912.

Short descriptions of the plants, arranged by families, with a color index in front and a key to families and an alphabetical index of Latin and common names in the back. Very profusely illustrated in black and white, with 24 colored plates.

263. Hough, Romeyn Beck. Handbook of the trees of the northern states and Canada east of the Rocky Mountains. Louisville, N.Y. The author. 1907.

For each tree are given a brief description and fine illustrations from photographs of the trunks, leaves, fruit, winter branchlet, a small map of the United States shaded to show distribution, and in some cases a cross section showing grain of the wood. Analytical keys, glossary, and index.

264. Rogers, Julia Ellen. The tree book. N.Y. Doubleday. 1905.

Description of trees, and chapters on forestry, uses of wood and life of trees. Illustrations show shape of tree, leaves, bark, fruit and winter buds. Some colored plates. Appendix contains special lists of trees; e.g. tallest and oldest trees in the world, trees with bright autum foliage. Good index.

265. Atkinson, George Francis. Studies of American fungi, mushrooms, edible, poisonous, etc. 3d ed. N.Y. Holt. 1911.

Descriptions and photographs of mushrooms, with chapters on cultivation and uses. Glossary and indexes of genera and species.

266. Hornaday, William T. American natural history. N.Y. Scribner. 1914. 4v.

Popular, but authoritative, work describing vertebrates of North America. Classified arrangement, with index at end of v.4. Many illustrations.

267. Newton, Alfred. Dictionary of birds. London. Black 1896. 4v.

Based on articles in the 9th ed. of the Encyclopaedia Britannica, with a large number of additional articles. Includes not only descriptions of particular birds, but also articles on general subjects such as eggs, geographical distribution, colour of birds. Arranged alphabetically. Illustrated. Index in v.4.

268. Chapman, Frank Michler. Handbook of birds of eastern North America. Rev. ed. N.Y. Appleton. 1912.

Long introduction on bird life in general, with bibliography of ornithological magazines, followed by Key to families and descriptions of birds in a classified arrangement. Bibliographical appendix lists books dealing with birds of particular states arranged alphabetically by states. Well indexed. Illustrated.

269. Holland, William J. The butterfly book. 2d ed. N.Y. Doubleday . 1904.

---------- The moth book. N.Y. Doubleday. 1905.

Popular handbooks, with introductory chapters on life history and anatomy of the insects and their collecting and classification, with a bibliography. Descriptions of the different species. Beautifully illustrated with colored plates. Minute index.

270. U.S. Superintendent of documents. Price lists. Wash.

No.15. Geological survey: Works on geology, mineral resources, and water supply.

No.24. Indians. Anthropology, Indian office reports, Ethnology bureau publications, mounds and antiquities.

No.39. Birds and wild animals. North American fauna, game, and mice.

No.48. Weather. Scientific studies in climate, local records, floods, earthquakes, use of kites and other instruments.

No.55. National museum and National academy of sciences, reports bulletins, and proceedings.

Lists of documents which may be obtained from the superintendent of Documents.

CHAPTER XXII

AGRICULTURE

271. For agricultural subjects the numerous publications of the Department of agriculture of the United States and of the various agricultural experiment stations are very valuable and the special card indexes prepared by the department are of much help in locating the information in these bulletins, reports, etc. The Agricultural Library has a reference collection of popular material on various subjects: e.g., Alfalfa, Cattle diseases, Textiles arranged in pamphlet boxes by classification numbers; a great convenience when several bulletins on a certain subject are wanted in a hurry.

CYCLOPEDIAS

272. Bailey, Liberty Hyde. Cyclopedia of American agriculture. New ed. N.Y. Macmillan, 1917. 4v.

A comprehensive work covering all phases of the subject. Contents: v.1, Farms; v.2, Crops; v.3, Animals; v.4, Farm and community. The long signed articles are written by authorities and have bibliographies. The arrangement is not alphabetical, but there is an index in each volume. Well illustrated.

273. ------- Standard cyclopedia of horticulture. N.Y. Macmillan, 1914-17. 6v.

In addition to articles on the various plants such subjects as landscape gardening, greenhouses, etc. are included. Articles are by specialists and often have short bibliographies. Many illustrations. Arranged alphabetically, but a supplement at the back of v.6 contains additional material and an index to synonyms, vernacular names and miscellaneous references.

INDEXES

274. Agricultural index, 1916-date. N.Y. Wilson.

One volume for 1916- 918. Annual volumes supplemented by cumulative numbers for the current year keep the index up-to-date. Indexes agricultural periodicals and bulletins. Arranged alphabetically by subjects. Information given: title and author of the article, abbreviated title of periodical, volume, inclusive page reference and exact date. List of periodicals indexed is in the front.

275. U.S. Department of agriculture. Card index to publications of the Department of agriculture of the U.S. Wash. U.S. Department of agriculture.

Indexes the publications of the department of agriculture by author, subject and sometimes title. This index is in the Agricultural Library.

276. ---------- Card index to experiment station literature. Wash. U. S. Department of agriculture.

A classified index to the bulletins, reports and circulars of the various agricultural experiment stations. Find the classification number for the subject to be investigated by means of the Key and then look in the drawer containing that number. Each card contains title, author's name and a brief abstract of the article as well as reference to the experiment station publication containing the article in full and reference to the Experiment Station Record containing a review of its contents.

SERIAL PUBLICATIONS OF THE DEPARTMENT OF AGRICULTURE OF THE UNITED STATES.

A few of the current publications of the Department of agriculture are described below.

277. U. S. Department of agriculture. Yearbook, 1894-date. Wash. Government printing office.

Contains interesting and instructive papers for the farmer on various agricultural topics, a general report of the Department's work for the year and many agricultural statistics of all sorts. Index in the back of each volume. The Yearbooks 1894-1910 are indexed in Bulletins 7, 9 and 10 of the Division of publications, Department of agriculture.

278. ---------- Farmers' bulletins, 1889-date. Wash. Government printing office.

Each bulletin is a concise and popular treatment of some practical subject written with the view of explaining to the people "how to do things": e.g., no.1001, Growing fruit for home use; no.1013, Practical hints on running a gas engine. An index to Farmers' bulletins, 1-500 has been issued.

279. -------- Department bulletin, Sept.1913-date. Wash. Government printing office.

Supersedes the numbered series of bulletins and circulars of the various bureaus of the Department. Each bulletin is a rather technical publication and generally pertains to certain industries or sections of the country: e.g., no.721, Beet sugar industry in the U.S. The more specialized ones are entitled "Professional papers".

280. --------- Circulars, 1896-date. Wash. Government printing office.

Each circular is a very brief pamphlet, often on some timely subject; e.g., no.127, The "17-year locust" in 1919.

281. -------- Reports, 1862-date. Wash. Government printing office.

These occasionally deal with some specific problem; e.g., nos. 109-13, The meat situation; nos.114-17, Studies of the lumber industry.

282. -------- Journal of agricultural research, Oct. 1913-date. Wash. Government printing office.

Monthly. Reports recent scientific researches of value in agriculture. Too technical to be of general interest.

283. -------- Experiment station record, 1889-date. Government printing office.

Monthly. Consists mostly of abstracts and reviews of the world's current agricultural publications. Serves as an index to the technical material on agricultural science and is especially useful to the research worker or scientist. Index of persons and index of subjects in the back of each volume. Separate indexes for v.1-12 and v.13-25. Circular 62 of the Experiment stations office of the U.S. Department of agriculture is a list of the abbreviations used in the Experiment station record with an exqlanation of each.

The following lists are convenient in ordering personal copies of the Department's publications.

284. U.S. Department of agriculture. Monthly list of publications of the Department of agriculture. Wash. Government printing office.

This is sent regularly to all who apply for it. Many of the publications listed can be obtained free from the Department.

285. -------- Superintendent of documents. Price lists. Wash. Government printing office.

no.16, Farmers' bulletins, Department bulletins, Yearbooks, Journal of agricultural research; no.38, Animal industry; no.39, Birds and wild animals; no.40, Agricultural chemistry; no.41, Insects; no.42, Irrigation, Drainage; no.44, Plants; no.46, Soils and fertilizers; no.68, Farm management. Each of these is a list of government publications on the subject for sale by the Superintendent of documents.

CHAPTER XXIII

ENGINEERING

286. The chief sources of information on engineering topics are the cyclopedias, handbooks and textbooks of engineering, supplemented by the technical magazines. In the Engineering Library is a collection of manufacturers' catalogs that is much used. The handbooks, of which there are many on the various engineering specialities, are valuable for concise material, rules, formulae etc., often difficult to find elsewhere. New editions are occasionally issued.

287. International library of technology; a series of text books for persons engaged in the engineering professions and trades. Scranton, international text book co.

An extensive series of text books on technological subjects. Many illustrations.

288. Gillette, Halbert Powers and Dana, Richard Turner. Handbook of mechanical and electrical cost data giving shipping weights, capacities, outputs, and net prices of machines and apparatus, and detailed costs of installation, maintenance, depreciation and operation, together with many principles and data relating to engineering economics. N.Y. McGraw-Hill, 1918.

289. Cyclopedia of engineering; a general reference work on steam boilers and pumps, steam, stationary, locomotive and marine engines, steam turbines, gas and oil engines, producers elevators, heating and ventilation, compressed air, refrigeration, types and management of dynamo-electric machinery, power stations, etc. Editor-in-chief: Louis Derr. Chic. American technical society, 1915. 7v.

Condensed treatises on the different branches of mechanical and electrical engineering by authorities. Well illustrated. Index in the back of v.7.

MECHANICAL

290. Machinery's encyclopedia; a work of reference...comp. and ed. by Erik Oberg and F.D.Jones. N.Y. Industrial press, 1917. 7v.

"Deals with practical mathematics and mechanics; strength of materials; design of machine details; machine tools and machine shop practice; heat-treatment of iron and steel; forge shop, pattern shop, and foundry practice; metallurgy of iron and steel, and of the more important other metals, such as aluminum, copper, lead, and zinc; power plant machinery, including very complete treatises on electrical machinery, gas engines, hydraulic turbines, steam engines and turbines, boiler and accessories, pumps, air compressors, etc."

CIVIL

"Preface. Many illustrations. Arranged alphabetically. Index in v.7 is useful in finding everything in the encyclopedia on a certain subject.

291. Modern shop practice; a general reference work on machine shop practice and management, production, manufacturing, metallurgy, welding, tool making, tool design, die making and metal stamping, foundry work, forging, pattern making, mechanical and machine drawing, etc. Editor-in-chief; H.M. Raymond. Chic. American technical society, 1916. 6v.
A series of practical treatises on the various shop subjects by well known men. Index in the back of v.6.

292. Kent, William. Mechanical engineers' pocket-book; a reference book of rules, tables, data and formulae. 9th ed. N.Y. Wiley, 1916.
Machinery's handbook for machine shop and drafting-room; a reference book on machine design and shop practice. N.Y. Industrial press, 1914.

ELECTRICAL

293. Standard handbook for electrical engineers. 4th. ed. enl. N.Y. McGraw-Hill. 1915.

MINING

294. Peele, Robert. Mining engineers' handbook. N.Y. Wiley, 1918.

CIVIL

295. Cyclopedia of Civil engineering; a general reference work on surveying, highway construction, railroad engineering, earthwork, steel construction, specifications, contracts, bridge engineering, masonry and reinforced concrete, municipal engineering, hydraulic engineering, river and harbor improvement, irrigation engineering, cost analysis, etc. Chic. American technical society, 1916. 9v.
Concise and popular treatments of the various divisions of civil engineering by prominent men. Index in the back of v.9.

296. Merriman, Mansfield. American civil engineers' pocket-book. 3d ed. enl. N.Y. Wiley, 1916.

297. Trautwine, John Cresson. Civil engineers' pocket-book . 19th ed. Phil. Trautwine co. 1913.

298. Blanchard, Arthur Horace. American highway engineers' handbook. N.Y. Wiley, 1919.

299. Gillette, Halbert Powers. Handbook of cost data for contractors and engineers; a reference book giving methods of construction and actual costs of materials and labor on numerous engineering works. 2d. ed. Chic. Clark, 1910.

STRUCTURAL

200. Hool, George Albert and Johnson, Nathan Clarke. Concrete engineers' handbook; data for the design and constructin of plain and reinforced concrete structures. N.Y. McGraw-Hill, 1918.

301. Ketchum, Milo Smith. Structural engineers' handbook; data for the design and construction of steel bridges and buildings. ed 2. N.Y. McGraw-Hill, 1918 .

302. Kidder, Frank Eugene. Architects' and builders' pocket-book; a handbook for architects, structural engineers, builders and draughtsmen. 16th ed. N.Y. Wiley, 1916.

AVIATION

303. Matthews, R. Borlase. Aviation pocket-book: a compendium of modern practice and a collection of useful notes, formulae, rules, tables and data relating to aeronautics. N.Y. Appleton, 1918.

AUTOMOBILE

304. Automobile engineering: a general reference work covering the construction, care, and repair of pleasure cars, commercial cars, motorcycles, with especial attention to ignition, starting, and lighting systems, garage design and equipment, welding and other repair methods. 2d ed. Chic. American technical society, 1917. 5v.

Treatises by specialists. Glossary and index in the back of v.5.

INDEXES TO ENGINEERING PERIODICALS

305. Engineering index annual, 1906-date. N.Y. Engineering magazine.

Indexes foreign as well as American technical and engineering periodicals. Arranged by subject in eight broad classes: Civil Engineering, Electrical engineering, Industrial management, Mechanical engineering, Mining and metallurgy, Marine and naval engineering, Railway engineering, Street and electric railways. Each class is divided: e.g., Mechanical engineering Automobiles, and then subdivided alphabetically by subjects. Information given: title and author of the article; abbreviated title of the periodical and exact date; number of words in the article and a brief summary of its contents. List of periodicals in the front.

306. Industrial arts index, 1913-date. N.Y. Wilson.

For description see Section 78

CHAPTER XXIV

COMMERCE AND GENERAL BUSINESS

307. American school of correspondence. Cyclopedia of commerce, accountancy, business administration; prepared by a corps of auditors, accountants, attorneys, and specialists in business methods and management. Chic. Amer. school of correspondence, c1909-12. 10v.

308. Chisholm, George Goudie. Handbook of commercial geography. 8th ed. rev. and extended. Lond. Longmans, 1911.

Takes up commodities such as wheat, potatoes, wool, rice, spices, furs, coal, copper, paper, glass, soap, etc. giving for each the conditions or history of its production and the localities where the greatest amount of it is produced. Also takes up the various countries and the products of each. Trade routes of the world are specially treated. Appendix gives statistical tables. Index.

309. Bartholomew, John George. Atlas of the world's commerce; a new series of maps with descriptive text and diagrams showing products, imports, exports, commercial conditions and economic statistics of the countries of the world... Lond. Newnes, 1907.

310. U.S. - Foreign and domestic commerce bureau. Commerce reports, daily consular and trade reports. (Daily except Sundays and holidays.)-
---- Supplement.

"This live daily commercial reporter contains important commercial facts and reports of business conditions gathered by the American consular officers and commercial agents of the Government throughout the world. Supplemental issues will appear from time to time, which will be devoted to reviewing trade, industrial, and general conditions in the respective districts of the United States consular officers." Monthly catalogue of United States public documents.

311. Exporters' encyclopaedia, 1904-date. Containing full and authentic information relative to shipments for every country in the world. N.Y. Exporters' ency. co. c1904-date.

Published annually. Arranged alphabetically by country. For each country gives brief note as to area, population, commerce, products, etc., statistics of import and export, points for which through bills of lading are issued, consular charges or regulations, shipping routes from New York, etc. Shipping routes from Philadelphia, Boston, Baltimore, Newport News, Norfolk, Savanah, Mobile, New Orleans, Galveston, San Francisco, Seattle, Tacoma, Vancouver, etc. are given separately. Much miscellaneous material of interest to the exporter.

312. Kelly's Directory of merchants, manufacturers and shippers of the world. A guide to the export and import, shipping and manufacturing industries. Lond. Kelley's direct. 1887-date.

Issued annually. "Furnishes a guide to both the import and export trades of the world". P r e f a c e . Compiled from the British viewpoint. In addition to the directory proper contains much related material such as consular officers, regulations in the various countries with regard to commercial travelers, tables of moneys, weights and measures, passport regulations, etc. Index to countries, towns, etc. and an index to trades (in the English language, French, German and Spanish.)

313. "Shipping world" yearbook: a desk manual in trade, commerce, and navigation. Edited by E. R. Jones, with a map of the world, especially prepared by J. G. Bartholomew. Lond. "Shipping World", 1887-date.

Published annually. Gives a port directory and tariff charges for the various countries of the world. Map showing trade routes is in pocket on back cover of book.

314. Hendricks' Commercial register of the United States for buyers and sellers... Especially devoted to the interests of the architectural, mechanical, engineering, contracting, electrical, railroad, iron, steel, mining, mill, quarrying and kindred industries. N. Y. Hendricks, c1899-date.

The most of this work consists of a list of manufacturers classified by articles manufactured, the arrangement under each heading being alphabetical under the firm's name. Trade names listed in the back of the book, an alphabetical index of contents in the front.

315. Thomas' Register of American manufacturers. Ed. 10. N.Y. Thomas, c1919.

The main part of this work consists of a list of manufacturers classified by articles manufactured, the arrangement under each article being geographical by state and city. Addresses and financial ratings are given. The remainder of the book includes manufacturing firms arranged by names - with officers of companies and location of branches -, a list of trade names, of representative banks, commercial organizations, trade papers, and steamship lines, an international trade section giving exporters and importers, and a list of forwarders, or concerns especially well equipped to promote and handle business between manufacturers and others in the U.S. and abroad. Before attempting to use this book it is well to read the "Instructions for the use of this work" printed on the inside of the front cover.

316. Rand-McNally Bankers' directory and list of attorneys; the original "Bankers' Blue Book" ... Chic. Rand. c1876-date.

Two editions each year, in January and July. Lists banks in the U.S., Canada, and Mexico, giving for each the names of officials, capital stock, etc. Contains other miscellaneous related material such as national bank examiners and districts, values of foreign coins, clearing houses in the U.S. and Canada, towns accessible to banking points, banking and commercial laws, maps, etc.

317. Bankers encyclopedia (Purple book), 1895-date. N.Y. Bankers encyclopedia co. 1895-date.

Published semi-annually, in March and September. Very similar in material included to the Rand-McNally Bankers' directory (above).

Standard works dealing with corporations and railroads - giving their history, capital stock, assets and liabilities, earnings, names of directors, officers, etc.

318. Poor's Manual of industrials, 1910-date. N.Y. Poor, 1910-date.

Issued annually. General index of companies including merged companies.

319. Poor's manual of public utilities, street railway, gas, electric, water, power, telephone and telegraph companies, 1913-date. N.Y. Poor, 1913-date.

Annual. Formerly included in Poor's Manual of industrials. Merged companies may be found through the index.

320. Poor's manual of the railroads of the United States. 1868-69-date. N.Y. Poor, 1868-date.

Annual. Merged companies listed in a separate index.

321. Moody's manual of railroads and corporation securities... 1900-date. N.Y. Moody, 1900-date.

Annual. Title has varied slightly. From 1913 to date each annual number has appeared in two volumes. General index (including merged companies) is the last volume.

322. Moody's analyses of investments, 1910-date. N.Y. Moody's investor's service, 1910-date.

Annual. Continues Moody's analyses of railroad investments, v, 1-3, 1909-12. Later numbers issued in three parts: Pt.1, steam railroads; Pt. 2, Public utilities and industrials; Pt. 3, Government and municipal securities.

323. Official guide of the railways and steam navigation lines of the United States, Porto Rico, Canada, Mexico and Cuba, also time tables of railroads in Central America. N.Y. National railway pub. co.

Monthly numbers - only the latest of which is kept in the Reference Room. Gives a list of officials, schedules and usually a map for each company. An index of railroads and steamship lines is given in the front of each number. In the back there is an index of points reached by water routes and a general index of stations indicating what railroads run into a town (with the number of the company's time table to be consulted) and the relative location of the stations if there is more than one railroad in the town.

324. U.S. Interstate commerce commission.

Annual report on the statistics of railways in the United States... 1887-88-date. Washington, Govt. print. off., 1887-date.

325. A valuable source of information for the business man is the city directory, not only the directory of his own city, but of other large cities of the country and of the towns with which his business brings him in contact. These usually contain, in addition to the alphabetical list of residents, a list classified according to business or profession. The directories of Chicago, New York, St. Louis, Washington and towns of Illinois such as Springfield, Peoria, Champaign-Urbana, Danville, Decatur, etc. are typical directories and may be found in the Reference Room.

There are also directories published listing people of a certain profession or trade. Business men are often interested in those which cover their own and related fields.

326. Business digest and investment weekly. Sept. 30, 1918-date. N.Y. Arrow publishing corp. 1918-date.

Weekly. Formed by the combination of Business digest and Investment weekly. Gives editorial comments and short articles under such divisions as Advertising and selling, Manufacturing and industrial management, Foreign trade, Banking and finance, and Investment market. In the section "Week's business digest" articles of special interest to business men are listed under subjects alphabetically with an indication of the number of words in the article and a short summary of the article.

CHAPTER XXV

UNITED STATES PUBLIC DOCUMENTS

327. "The government of the United States is the greatest of all publishers of scientific works. It employs thousands of scientists, who are engaged the year round in making researches and investigations in all branches of agriculture, in geology, in mining, in electricity, in chemistry, in astronomy, in engineering, in aviation, in preventive medicine, in forestry, in irrigation, and almost all other branches of scientific inquiry. The arts of war as well as those of peace are also actively cultivated. The greatest art of all, that of free government, is strenuously carried on by President, Cabinet, Senators, and Representatives.

"The results of all these activities of the most comprehensive and effective organization ever known are constantly reduced to print and poured out in an incessant flood from the largest printing works in the world.

"These publications of the Government Printing Office at Washington constitute the Public Documents of the United States,

"The greater number of them are sold by the Superintendent of Documents, located in the Government Printing Office. The Government did not establish this sales office for purposes of profit, but as a public convenience. The prices charged cover only paper and printing, no charge being made for the services of the statesmen and scientists who are authors of the astonishingly varied books, pamphlets, periodicals, and maps, and no commissions being allowed to anybody. The documents even have the freedom of the mails and are sent without cost." U.S. Superintendent of Documents. Price list.

A very large proportion of the United States documents is received by the University of Illinois Library. Many of them are classified and cataloged like other books and some of these have been listed in preceding chapters on Political Science, Geography, Statistics, Education, Science, Commerce, Agriculture, etc. Others are shelved in one group, known as the Congressional Documents or Serial Set, and, like periodicals, require special indexes to unlock their contents.

328. CONGRESSIONAL DOCUMENTS AND SERIAL NUMBER. The publications authorized printed by Congress include the Journals, which are the bare minutes of the proceedings of Congress; Reports of the committees of the Senate and House of Representatives: Documents, which are papers originating chiefly in the departments of the federal government outside of Congress; and the Congressional Record, which is the daily verbatim report of all that is spoken

known as the Congressional Edition or Serial Set. The volumes in this set are arranged in groups, first, according to Congress and Session*, then by Senate or House, and finally according to Reports or Documents. Beginning with the 15th Congress, Dec. 1, 1817, a separate number has been assigned to each volume, so that the volumes are numbered consectuively throughout the set from the above date to the present time, no.1 being the first volume of the publications of the 15th Congress and no.6897 being the number of the first volume of the 64th Congress in 1915. These numbers are known as Serial numbers and, as the Congressional Edition is shelved according to them, any volume of the set wanted must be called for at the Loan Desk by its serial number, which may be duplicated many times over in the different Congresses. The Serial number of a document may be determined by the use of the Indexes of the U.S. Public Documents.

INDEXES TO UNITED STATES DOCUMENTS

329. U.S. Documents office. Checklist of United States public documents, 1789-1909 v.1- Wash. Government printing office.

Checklist to the Congressional edition, p.3-169. Arranged 1st by Congress, 2d by session, 3d by classes (Senate or House reports or documents) 4th by volume number under class. Serial number given at left.

Most of the book is made up of a classified list of publications issued by the Executive departments and the independent publishing offices to the end of 1909, noting which are and which are not in the Congressional edition. Index to the classified list in the back.

330. U.S. Documents office. Documents office. Document catalogue; or, Comprehensive index to public documents, 1893-date. Wash. Government printing office.

Issued every two years, one volume for each Congress.

Includes department as well as Congressional publications. Arranged by author and subject. From 1893-June 30, 1899, the serial number is given in the Congressional documents list which is found in regular alphabetical order with letter C in each volume and arranged similarly to the Checklist. Since July 1, 1899, the serial number is given with the reference in black faced type. For executive department publications the serial number is sometimes only with the department or bureau entry, and not under subject or author of the article.

331. U.S. Documents office. Document index; or Consolidated index, 1895-date. Wash. Government printing office.

Supplements the Document catalogue but includes only the Congressional edition. One volume is issued for each session of Congress. Arranged by author and subject. In back of each volume are numerical lists of reports and documents giving serial numbers at right of page.

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*There is a new Congress every odd year and a new Session every year.

Arranged by departments alphabetically. Does not give serial numbers but gives prices of documents. Twelve monthly numbers form a volume ending with the June number. Minute index for each volume.

333. U.S. Documents Office. Price lists of government publications. Wash. Government printing office.

Lists of government publications on such subjects as Finance, Forestry, Alaska, Foods and cooking, Engineering and surveying, Chemistry, with prices of each. Each subject forms a separate pamphlet bibliography.

334. Poore, Benjamin Perley. Descriptive catalogue of the government publications of the United States, 1774-1881. Wash. Government printing office. 1883.

Not restricted to the Congressional edition but includes all government publications for these years. Arranged chronologically by days. Author and subject index in the back. Brief abstract of each document, but no serial numbers.

335. Ames, John Griffith. Comprehensive index to the publications of the United States government, 1881-93. Wash. Government printing office. 1905.

Includes department as well as the Congressional edition. Arranged by subject with an author index in 2.

336. Directions for finding serial numbers:-

Before 1895. Look under subject in Poore or Ames and find reference given thus:-H.E. 48-1, v.10, no.1. Look in checklist, 1789-1909 for corresponding serial number under 48th Congress, 1st Session, House executive documents, v. 10.

1895-June 1899. Look for subject in Document catalogue and find a reference similar to Ames. Then turn to the letter C in the Document catalogue itself and in Congressional documents list, find a schedule similar to the one in the checklist. Serial number is given in brackets. Or use the Checklist as above.

July, 1899-June 30, 191 (date covered by last volume of Document catalogue). Look for the subject in the document catalogue, then if the serial number is not given with reference in blackfaced type, turn to the department or bureau which issued the document originally and find the serial number in blackfaced type after the title and imprint of the document.

December, 191 -(from the date of the latest volume of the Document catalogue to the date of the latest volume of the Document index.) Look for the subject in the Document index, then turn to the back of the volume and find serial number in the same way as in the checklist either under numerical lists of reports and documents or under Schedule of volumes. Serial number is given at the right of the page.

CHAPTER XXVI.

BIBLIOGRAPHY.

337. Definition and kinds.- A bibliography is a list of books or articles by a certain author or about a certain subject; e.g. Slater, J. H.: Robert Louis Stevenson, a bibliography of his complete works; or, U.S. Children's bureau: List of references on child labor.

Author bibliographies are used chiefly by scholars who are making a study of some author's works or who want information about the editions of some work. The kind of bibliography most generally used by the undergraduate student is the subject bibliography. He uses it much the same way as indexes; namely to find material for a report or a paper on some subject.

A bibliography may be either c o m p l e t e or p a r t i a l. The former attempts to list everything published on the subject. The latter may be limited to a selection of the best or most recent material. Comparatively few subject bibliographies olaim completeness, as that usually involves a long and extremely painstaking search through many libraries, catalogs and indexes, to make sure that nothing has been omitted. Since an undergraduate is not expected to make so exhaustive a study of the literature of a subject as a specialist, but needs only to examine the best material, he will find a s e l e c t e d b i b l i o g r a p h y of the most practical value. As Dr. Francis G. Peabody says, "a perfect bibliography may justify pride in the compiler, but may provoke despair in the reader". An extensive bibliography is more useful when a n n o t a t e d; i.e. when descriptions of the references are included, with perhaps estimates of their value. Larned's Literature of American history is a good example.

An undergraduate student, therefore, will naturally prefer a fairly extensive, but well selected and annotated, bibliography compiled for the library in which he is working, if it is attainable; but as he will often be able to secure only a bibliography compiled for some other library, he must bear in mind that in such lists he will find that not all the references are in the library in which he happens to be, just as in using periodical indexes he finds references to magazines not in the library.

338. How to find biographies.-

E n c y c l o p e d i a s- One of the features which is expected of the modern reference book is bibliographical material. All its articles on subjects of importance, which have been sufficiently developed to have a literature, are followed by bibliographies. Books which are of special

value in this respect are the Encyclopaedia Britannica, New international encyclopaedia, Dictionary of national biography, Larned's History for ready reference, Monroe's Cyclopedia of education, Cyclopedia of American government, and Schaff-Herzog New encyclopedia of religious knowledge. The Britannica and the Schaff-Herzog are especially good in their evaluation of the references by brief annotations.

339. T r e a t i s e s . - Like the reference books, text-books and treatises of the day are expected to include bibliographies, which are called by the various titles of Authorities, Bibliography, Book list, Reading list, References, Sources, etc. These bibliographies are found in different places in books: near the front, in the appendix, or at the beginning or end of chapters. Some books, especially the older ones, have bibliographical references in footnotes or insets in the margins, instead of collected into a list. Such references are often given by very abbreviated titles, which may be explained in full in a list at the beginning or the end of the book. A few examples of valuable bibliographies in treatises are those found in Cambridge modern history, Cambridge history of English literature, American nation, Sidney Lee's Queen Victoria.

340. P e r i o d i c a l s . - Several periodicals in special lines contain bibliographies of current material; e.g. American city, Bulletins of the U.S. Bureau of education. S p e c i a l l i b r a r i e s , a periodical devoted to the interests of technical and business libraries, and the B u l l e t i n o f b i b l i o g r a p h y issued quarterly by The F.W.Faxon Co. of Boston, the publishers of the Dramatic index, contain very excellent bibliographies on various subjects. Municipal, state, and federal departments, bureaus, and libraries are responsible for a great many of the bibliographies published. Libraries printed over two hundred in 1918* and the U.S. government, over four hundred in the year ending June 1918.** Many of these come out in bulletins, but some are separates.

341. S e p a r a t e B i b l i o g r a p h i e s . - Besides the government agencies, frequent sources of separate bibliographies are college faculties, societies, and the publishers of periodical indexes.

The L i b r a r y o f C o n g r e s s issues many printed and typewritten bibliographies, chiefly on economic, political and historical subjects.

The D r a m a l e a g u e o f A m e r i c a publishes selected

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*Bulletin of bibliography, Feb. 1919, 10:87-90.

**Monthly catalog of U.S. documents. Index, 1917-18, nos. 271-282, p.xvii-xix

lists of plays and works on dramatic subjects.

The H. W. W i l s o n C o. publishes club study outlines, with bibliographies, as well as the D e b a t e r s ' h a n d b o o k series, which contains bibliographies on timely and debatable subjects.

342. Cataloging and shelving of bibliographies.- Separate bibliographies and the most important of the bibliographies in books and periodicals are indicated in the Catalog as shown in section 30. New ones are listed in the Bulletin of the Public affairs information service and the Library Journal. Manuscript and typewritten bibliographies whether compiled by the University of Illinois Library or by some other library, are kept in a file in the Reference Room and are cataloged in a subject index at the Reference Desk. A selected collection of printed separate bibliographies is shelved near the Reference Desk. Important among these bibliographies are the following:

343. A guide to reading in social ethics and allied subjects; lists of books and articles selected and described for the use of general readers, by Teachers in Harvard University. Cambridge, Mass. Harvard univ. 1910.

Selected and annotated, on topics in social philosophy, social institutions, social service, ethics of modern industry, social aspects of religion. Index of authors whose Books are listed.

344. Munro, William Bennett. A bibliography of municipal government in the United States. Cambridge, Mass. Harvard univ, 1915.

Selected, including only the more recent material both elementary and semi-technical. Partly annotated. Classified arrangement, with a good index. Includes such topics as city manager plan, municipal ownership, sanitation, censor-ship of amusements.

345. Stevens, Don Lorenzo, A bibliography of municipal utility regulation and municipal ownership. Cambridge, Mass. Harvard univ. 1918.

Selected and annotated bibliography of electric, gas, water, and traction utilities, intended for business men. Classified arrangement, with index.

346. Norton, Mrs. Clara (Mulliken) and others. Modern drama and opera. Boston, Mass. Boston book co. 1911-15. 2v.

Annotated bibliography of books and magazine articles on traits, tendencies, and technique of modern drama, and on certain dramatists and opera-composers, with a title index of Plays and Operas in each volume.

347. Paetow, Louis John. Guide to the study of medieval history Berkeley, Cal. Univ. of California. 1917.

Following an outline of each topic is a list of books recommended for reading and a bibliography of the most important material to use in preparing papers and reports. Author and subject index.

348. Gross, Charles. The sources and literature of English history from the earliest times to about 1485. 2d ed. London. Longmans. 1915.

Selected bibliography of the "printed materials relating to the political, constitutional, legal, social, and economic history of England, Wales, and Ireland". Annotated. Classified arrangement with full index.

349. Channing, Edward Hart, A.B. and Turner, F.J. Guide to the study and reading of American history. Rev. ed. Bost. Ginn. 1912.

Describes methods and materials for studying American history, including a bibliography of U.S. history to 1910. A chronological and classified arrangement. References to source material are separated from the secondary material. Author and subject index.

350. Larned, Josephus Nelson. Literature of American history; a bibliographical guide. Boston A.L.A. publishing board. 1902.

A bibliography of the history of the U.S., Canada and Latin America, with a critical note for each book signed by the initials of the critic.

Arranged by geographical sections, by subjects, and chronologically. Author and subject index in the back, which refers to books by number of entry in the bibliography, instead of page reference.

Appendix includes selected lists of books. Annual supplements are entitled Writings on American history.

351. Griffin, Appleton Prentiss Clark. Bibliography of American historical societies. Ed. 2, rev. and enl. Wash. Government printing office. 1907. (American historical association. Annual report for 1906. v.2.

Lists publications of American historical societies to 1906

Arrangement:- 1. National organizations, 2. State and local societies. For each society is given a full list of its publications with detailed contents of each volume.

Indexes: 1. Author and subject, 2. Biographical, 3. Societies. References are to title numbers and not to pages.

352. CATALOGS AND INDEXES. - There are two other kinds of lists which are sometimes called bibliographies, but which have certain distinguishing features from the bibliography as usually defined. One is the catalog, either of a library or of all books published by a certain publisher or group of publishers. A portion of a catalog may be taken as the foundation of a bibliography, as when one copies from the card catalog of a library or from the U.S. Catalog, the entries which are found under a given author or subject, but this copied part in itself would make neither a complete nor a selected bibliography, as the limitations would be of necessity rather than choice. A list of the books issued by the publishers of a certain country is, however, called a "trade bibliography", though the use of the term b i b l i o g r a p h y in this case hardly conforms to the customary definition.

The other list similar to a bibliography is the Index, of which Reader' guide, Hasse's Index of economic material in documents of the United States, and Baker's Guide to best fiction are examples. But these are limited by kind of material included rather than subject matter; i.e. as in the above examples, to periodicals, documents or novels. Indexes and catalogs are helps in preparing bibliographies, rather than bibliographies in themselves.

353. HOW TO MAKE A BIBLIOGRAPHY OR REFERENCE LIST. - In many courses in the University the students are required to make bibliographies, either to precede or accompany papers. The following suggestions are made for preparing accurate, consistent and well selected bibliographies.

354. Before starting to collect references, be sure that you u n d e r s t a n d t h e s c o p e of the subject. Read an account of it in a reference book, or, if it is too new a subject for that, read as general a periodical article as you can find on the subject. Then look at the subject from different angles. For example, consider the topic, English Cathedrals. This may be regarded from the viewpoint of church architecture or of English architecture, of travellers' descriptions or of the religious history of England, or of the present government and usage of the Church of England. You will consult different classes of books for these different phases of the same subject and may think of several headings to consult in the catalog and indexes.

355. C o l l e c t i n g t h e r e f e r e n c e s - -

Books: 1. Select books from those listed in the card catalog on the topic, noticing as a basis of selection authors, dates, publishers, etc.

2. Examine bibliographies which may be found in them for new titles.

3. List articles in reference books and their bibliographies.

4. Consult the bibliographies, indexes, and special catalogs available on the subjects which include the different phases of the topic; e.g. Gross's Sources of English history and Boston Public library: Books on architecture.

5. Look for chapters in books by consulting the A.L.A. Index to general literature (see section 220.) and Readers' Guide. (see section 72.) It may be necessary to look for chapters in books of a broader subject than the special topic on which you are working; e.g. books on history of architecture for chapters on English cathedrals.

Periodical articles.- Consult the Magazine indexes to find articles published in periodicals. Carefully examine articles to see whether they are worth including or not. (see section 69-82.)

556. Recording the references.-A good bibliography must be well arranged and must note references with sufficient fullness of detail to identify them easily.

1. For convenience the references should be entered first on separate P slips or cards because they can be rearranged as desired. After the references are collected and arranged, copy them on sheets, leaving two lines between references.

2. The following details should be included in the references:

a. In reference books: author, title and date of the book, and the author, title, volume and inclusive pages of the article.

b. In other books:

Whole books: call number, author, title, publisher, date, and number of pages or volumes.

Parts of books: call number, author, title, and inclusive pages of the chapter or section.

c. Periodical articles: the title of the periodical and the author, title, volume and inclusive pages of the article, with the date of the issue (day and month as well as year). The call number should be included for periodicals in the stacks.

3. The general arrangement of the list varies with the subject, but whatever method of entry and arrangement is decided upon, it should be followed consistently. In a short bibliography, which does not require a special grouping of references according to subdivisions

the references into two groups: one of books and the other of periodical articles, and then arrange the first group alphabetically by authors, and the second group alphabetically either by authors of the articles, or by the titles of the periodicals. In case of anonymous books and articles the entries and arrangement should be by title. The following bibliographies show two methods of entering and arranging the same material.

SAMPLE BIBLIOGRAPHY 1.

ENGLISH CATHEDRALS
A List of References
Books

726.6 Bond, Francis.
B64c4 The cathedrals of England and Wales. 4th ed. Batsford. pref. 1912. 493p.

914.2 Great western railway company of England.
G79c The cathedral line of England; its sacred sites and shrines. Pub. by the author. 1908. 72p.

914.2 ----------
G79h Historic sites and scenes of England. Pub. by the author. 1910.
p.62-73. Some famous English cathedrals.

Spiers, R. Phene.
Cathedral architecture. (Encyclopaedia Britannica. 11th ed. 1910. 5:521-23.)

Periodicals

Curiosities in our cathedrals. (Living age. 194: 367-70. 6 Aug. 1892.)

780.5 Erb, J. Lawrence.
MUS Observations about some English cathedrals.
v.14 (Musician. 14:178-79. April 1909.)

Van Rensselaer, M.G.
The cathedral churches of England. (Century. New series, 11:724-35. March 1887.)

SAMPLE BIBLIOGRAPHY 2

ENGLISH CATHEDRALS
A List of References
Books

726.6 Bond, Francis.
B64c4 The cathedrals of England and Wales. 4th ed. Batsford. pref. 1912. 493p.

Encyclopaedia Britannica. 11th ed. v.5, p.521-23. Cathedral architecture, by R. Phene Spiers.

914.2 Great western railway company of England.
G79c The cathedral line of England; its sacred sites and shrines. Pub. by the author. 1908. 72p.

914.2 ----------
G79h Historic sites and scenes of England. Pub. by the author. 1910.
p.62-73. Some famous English cathedrals.

Periodicals

Century. New series, v.11, p.724-35. March 1887. The cathedral churches of England, by M.G. van Rensselaer.

Living age. v.194, p.367-70. 6 Aug. 1892. Curiosities in our cathedrals.

780.5 Musician. v.14, p.178-79. April 1909. Observations
MUS about some English cathedrals, by J. L. Erb.
v.14.

REVIEW QUESTIONS

1. What is meant by "classification" as applied to libraries?

2. What system of classification is used in this library? Name the main classes.

3. Explain the terms (1) shelf list, (2) dictionary catalog, (3) reserve book, (4) title page, (5) copyright, (6) scope of the book, (7) bibliography, (8) guide card.

4. Distinguish between the terms (a) subject heading and title in the card catalog; (b) table of contents and index in a book; (c) call number, classification number and book number.

5. Where is the Gilt Star collection shelved? Where is the Open Shelf or the Leisure Hour collection shelved? Distinguish between the type of books found in each.

6. Give the location in this library of (1) bound volumes of popular magazines, (2) bound volumes of technical periodicals, (3) recent numbers of popular magazines, (4) older unbound numbers of popular magazines.

7. What are some of the characteristics of a good reference books? Show how some work of reference studied in this course fulfills the requirements.

8. Name and describe briefly the four standard unabridged En lished dictionaries, giving distinctive features of eac

9. What three classes of reference books are represented b the Century Dictionary?

10. If you were buying a synonym dictionary, which one wo you select?

11. Where would you expect to find something about a pro American living today? A prominent Englishman?

12. Name 4 works in which you would expect to find a b cal sketch of an English painter who died during century. What two would be best for bibliograp

13. For pronunciation of proper names of people or where would you look?

14. If you wish to find a poem and can remember o line, what reference book would you consul

15. If you wish to find a short story where would you look to find references to books or periodicals in which it has appeared?

16. Distinguish between the Book review digest and Cumulative book index for 1918.

17. Where would you find the price and publisher of a certain book if you knew the author? the title? the subject?

18. Where would you find listed books published last year on a certain subject? references to reviews of the most important of them?

19. What index to general periodical literature covers the 19th century? What index brings it down to date? Distinguish between the two in arrangement and information given.

20. Where would you look for criticism of a book by an English or American author of the 19th century, e.g. Thackeray's Henry Esmond? Where would you look for criticism of books of the 20th century?

21. What is the scope of Warner's Library of the world's best literature? For what would you use it?

22. Distinguished as to scope and arrangement between (a) Statesman's yearbook, (b) American yearbook, and (3) the New International yearbook.

23. Where would you look to find the source of some familiar quotation?

24. Name several works in which you could find population statistics for larger American cities.

25. Where would you look for a map of an important city?

26. Where would you look for the description of some city?

27. Where would you look for the duties of a department of the U.S. Government?

28. In what books of reference would you look for an extensive article on education in a particular country, e.g. Norway?

29. Give scope and arrangement of Larned's History for ready reference and mention two features which make the work especially valuable.

30. Where would you expect to find an article about a mythological character? a noted name of fiction?

REVIEW QUESTIONS ON THE CARD CATALOG

31. In what order are author, title and subject cards filed when the entry word is the same, e.g. steel?

32. How are cards arranged under the heading "History" for the more important countries, e.g. U.S.-History - Civil war, U.S.-History - Revolution, etc?

33. Under what heading in the dictionary catalog would you look for
    a. publications of a government, e.g. annual report of the Department of Agriculture of the U.S.?
    b. publications of a society, e.g. proceedings of the National Educational Association?
    c. periodicals; e.g. Atlantic Monthly, Engineering Magazine.

34. Give the complete subject heading for
    a. a bibliography on the cost of living
    b. a history of French literature
    c. a book of travels in France
    d. a periodical devoted to music
    e. a criticism of Tennyson's In Memoriam

35. Write the first lines for all the cards which would be made in the catalog for
    a. David Copperfield by Charles Dickens
    b. Seven Lamps of Architecture by John Ruskin
    c. History of Philosophy by Alfred Weber

literature, Card index to, 276
gricultural index, 274
L.L.A.booklist, 220
"A.L.A." index,214
llibone: Critical dictionary of English literature, 199; Poetical quotations, 205; Prose quotations, 206
merican history and encyclopedia of music, 235
merican natural history, 266
merican newspaper annual 223
merican school of correspondence: Cyclopedia of commerce, 307
merican yearbook, 89
mes:Comprehensive index, 335
nnual register,91, 141
ppleton's annual encyclopedia, 142
ppleton's cyclopedia of American biography, 114
tkinson:Studies of American fungi, 265
utomobile engineering, 304
yer:American newspaper annual, 223
ailey:Cyclopedia of American agriculture, 272; Standard cyclopedia of horticulture, 273
aird's Manual of American college fraternities,256
aker:Guide to historical fiction,216
Guide to the best fiction in English,215
ankers' directory, 316
ankers' encyclopedia, 317
artholomew:Advanced atlas of physical and political geography,127:Atlas of economic geography, 128;Atlas of the world's commerce, 309
artlett:Familiar quotations,202
ent:Familiar short sayings of great men,207
ible:Concordance, 245; Riverside parallel Bible, 247
liss and Binder:New encyclopedia of social reform, 162
lue book of the state of Illinois, 165
ook review digest, 219
rand:Popular antiquities, 184
rewer:Dictionary of phrase and fable, 227; Readers handbook, 226;
orld's best essays,198; World's best orations, 197
ryan:Dictionary of painters and engravers, 232
song, 192
Business digest, 326
Butterfly book, 269
Cambridge modern history, 133
Carman:World's best poetry, 190
Century atlas, 124
Century dictionary, 99
Chambers:Book of days,183
Chamber's cylopaedia of English literature, 189
Champlin and Perkins:Cyclopedia of painters,233
Channing, Hart and Turner:Guide to American history, 349
Chapman:Handbook of birds,268
Checklist of U.S.public documents, 329
Chisholm;Handbook of commercial geography, 308
Christy:Proverbs, maxims and phrases of all ages,210
Commerce reports, 310
Congressional directory,Official, 164
Congressional record, 163
Crabb:English synonymes, 103
Cumulative index, 222
Cyclopedia of American government, 159
Cyclopedia of civil engineering, 298
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Cyclopedia of engineering, 289
Daily news almanac, 95
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Directories, City, 325
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Doubleday, Page and co's Geographical manual, 126
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Edmund and Williams:Toaster's handbook 212

Encyclopaedia Britannica, 84
Encyclopaedia of religion and ethics, 243
Encyclopedia Americana, 86

Exporters' encyclopaedia, 311
Farmers' bulletins, 278
Fernald:English synonyms and antonyms, 104
Firkins:Index to short stories, 217
Granger:Index to poetry, 218
Gray's new manual of botany, 261
Griffin:Bibliography of American historical societies 351
Gross:Sources and literature of English history, 348
Grove:Dictionary of music, 234
Guide to reading in social ethics, 343
Harper's Dictionary of classical literature and antiquities, 150
Harper's Encyclopedia of United States history, 156
Hastings:Dictionary of the Bible, 244; Encyclopaedia of religion and ethics, 243
Hazell's annual, 92
Hazlitt:Faiths and folklore, 185
Hendricks' Commercial register of the U.S., 314
Hodge:Handbook of American Indians, 260
Holland:Butterfly book, 269; Moth book, 269
Hornaday:American natural history, 266
Hough:Handbook of trees, 263
Hoyt:Cyclopaedia of practical quotations, 203
Hubbard:American history and encyclopedia of music, 235
Hurd:Revised statutes, 167
Illinois:Laws, statutes, 167
Illinois. Public instruction, Dept.of: Illinois school directory, 254
Illinois. Secretary of state:Blue book, 165
Industrial arts index,78
International library of technology,287
Journal of agricultural research,282
Julian:Dictionary of hymnology,246
Kelley's Directory of merchants,312
Kretschmer:Die trachten der volker,238
Lalor:Cyclopedia of political science,160
Lapp:Important federal laws,166
Larned:History for ready reference,132; Literature of American history,350
Legislative voters' league :Assembly bulletin, 168
Library of the world's best literature, 187
Lippincott's New gazetteer, 121
Longfellow:Cyclopaedia of works of architecture 23
Low:Dictionary of English history, 154
Machinery's encyclopedia, 290
McLaughlin and Hart:Cyclopedia of American government, 159
Magazine subject-index, 74
March:Thesaurus dictionary of the English language, 106
Mathews:Field book of American wild flowers, 262
Mawson:Geographical manual, 126; Standard thesaurus of English words, 108
Mill:International geography, 123
Miller:Great debates in American history, 140
Modern drama and opera, 340
Modern eloquence, 196
Modern shop practice, 291
Monroe:Cyclopedia of education, 249
Monthly catalogue of U.S. public documents, 332
Moody's Analyses of investments,
Moody's Manual of railroads, 321
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Moulton:Library of literary criticism, 200
Mulhall:Dictionary of statistics, 175
Munro:Bibliography of municipal government, 344
Murray:New English dictionary, 100
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New English dictionary, 100
New international encyclopedia, 85
New international year book,90
New Schaff-Herzog encyclopedia of religious knowledge,242
New standard dictionary,98
Newton:Dictionary of birds,267
Norton:Modern drama and opera,346
Official guide of the railways, 323
Oxford dictionary,100
Paetow:Guide to the study of mediaeval history,347
Palgrave: Dictionary of political economy,161
Patterson's American educational directory, 255
Pauquet:Modes et costumes historiques, 239

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Racinet:Le costume historique, 241
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Readers' guide to periodical literature: Supplement, 73
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Rogers:Tree book, 264
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Sandys:Companion to Latin studies, 153
Schaff-Herzog encyclopedia of religious knowledge, New, 242
Severance:Guide to the current periodicals, 224
Shepherd:Historical atlas, 146
"Shipping world" yearbook, 313
Smith:Dictionary of Greek and Roman antiquities, 151; Dictionary of Greek and Roman biography and mythology, 152
Smithsonian institution: Annual report, 257
Soule: Dictionary of English synonymes, 105
Stanford's compendium, 122
Statesman's yearbook, 177
Statistical abstract, 178
Stedman: American anthology, 194; Victorian anthology, 195
Stedman and Hutchinson: Library of American literature, 188
Stevens:Bibliography of municipal utility regulation, 345
Stevenson:Home book of verse, 193
Sturgis:Dictionary of architecture, 230
Sun:Dictionary of contemporary quotations, 209
Sutcher:Ideas that have influenced civilization, 139
try, 259
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U.S.Congress:Congressional record, 163; Official congressional directory, 164
U.S.Dept.of agriculture, Card index to experiment station literature,276 Card index to publications of the Department, 275; Circulars, 280; Department bulletin, 279;Farmers' bulletins, 278; Monthly list of publications of the Department of agriculture, 284; Reports, 281; Yearbook, 277
U.S.Documents office:Checklist, 329 Document catalogue, 330; Document index, 331; Monthly catalogue, 332; Price lists of government documents, 143, 173, 270, 285, 333
U.S. Education bureau:Annual report, 250; Bulletin, 251; Educational directory, 253; Monthly record, 252
U.S. Foreign and domestic commerce bureau:Commerce reports, 310
U.S.Geological survey:Bulletin, 258; Topographic sheets, 130
U.S.Immigration commission:Reports, 171
U.S.Interstate commerce commission, 324
U.S.Labor statistics bureau: Bulletin, 172
U.S. Statistics bureau: Statistical abstract, 178
University musical encyclopedia, 236
Walsh: Curiosities of popular customs, 182; International encyclopedia of prose and poetical quotations, 204
Ward:English poets, 191
Warner:Library of the world's literature,187
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Webster's New ary,

Whibley:Companion to Greek studies, 153
Whitaker:Almanack, 93
Who's who, 116
Who's who in America, 117
World almanac. 94
World's best essays, 198
World's best orations, 197
World's best poetry, 190
Young:Analytical concordance to the
Bible, 245

UNIVERSITY OF ILLINOIS

Library Science 12

Section E.
Oct. 2, 1919
Problem due Oct. 9, 1919

Problem 2
Catalog

1. Give call number and title of a book in the library by

   a. H. G. Wells Ernest Poole

   b. Henry Van Dyke W. F. DeMorgan

   c. David Grayson Charles Egbert Craddock

2. By means of the catalog give the author of the book whose title is

   a. St. Mark's rest
      Mr. Bonaparte of Corsica
   b. In the old paths
      To the end of the trail
   c. 5000 facts and fancies
      1000 hints on vegetable gardening
   d. That brute Simmons
      These many years
   e. Nathan Burke
      Gordon Keith

3. There is a book in the library with the title "A wanderer in Venice", "How to know the mosses". Copy the first line on the card filed under

   a. the author's name

   b. the title

   c. the subject of the book

Library Science
Z
733
.I325

4. Copy the exact subject heading on cards for books on the following subjects:

   a. grapes
      bee
   b. tenements
      dungeons
   c. poems on the European war
      causes of the European war
   d. history of Spain
      education in Italy
   e. Colonial architecture
      railroad tunnels

5. There is a 1915 edition of Oscar Wilde's Works in the library. By consulting the contents note on the author card give the volume number of

   a. The importance of being earnest
      Lady Windemere's fan

   b. A woman of no importance
      The duchess of Padua

6. a. Is there a periodical in the library entitled Journal of economic entomology? Agricultural gazette of Canada?

   b. If so, give the call number
   c. Is the library taking the magazine at present?

7. a. What is the call number and date of publication of the third edition of Carlton C. Curtis? Nature and development of plants

   b. What is the call number of the first edition?
   c. How many pages longer is the later edition?

8. Fill out call slips for the following (arrange slips in the order of the questions and clip them together to this sheet)

   a. the latest book in the library by Winston Churchill
   b. a volume of short stories entitled "Short sixes".
   c. a biography of Washington Irving
   d. the Yearbook of the Department of Agriculture of the U.S. for 1916.

UNIVERSITY OF ILLINOIS LIBRARY

Library Science 12

Section E
Oct. 9, 1919
Problem due Oct. 16, 1919

Problem 3
Catalog; call number; shelf list

Catalog

1. Let A indicate author card, T title card, and S subject card. Show what cards are in the catalog for the following:

   a. ~~For the blue and gold~~
      At the sign of the lyre
   b. ~~Hume, J. F. The art of interesting~~
      Hodgson, Mrs. Willoughby. Old English China
   c. ~~Whirligigs, by O. Henry~~
      The white morning
   d. ~~Coulter, Elementary studies in botany~~
      Beal. Grasses of North America

2. Give headings on the first and last guide cards in drawer number ~~158~~ 857 of the catalog.

3. Give call number, author and title of the books in which the following appear:

   a. The play entitled Her tongue
      ~~The goal~~

   b. The real thing, by Octave Thanet
      ~~The hero of Company G, by Octave Thanet~~

   c. A criticism of John Burroughs

4. Give the author of the following books in the library:

   a. A biography of John Watts De Peyster ~~Gabriel D'Annunzio~~

   b. one of the collections of poetry in English on the European War.

   c. a criticism of the Taming of the Shrew ~~the poem Marmion~~

   d. a book describing travels in Belgium published in 1915

5. a. Give call numbers, author and title of one book in the series "Great writers".

   b. How many biographies are in the series

6. Give call number and author entry for a publication of

   a. ~~Agriculture~~ Post office department of the U.S.

   b. ~~Clove Nourish Company in Cincinnati, Ohio~~.
   American printing house of the blind at Louisville, Ky.

   c. ~~State board~~ of health of Iowa
   Department of public instruction of North Dakota

   d. Public library of Champaign, Illinois.

7. Indicate (by 1,2,3, etc. on left hand margin) the order in which the following are filed in the catalog.

   Church architecture
   Chruch, Alexander Hamilton
   The church school
   Church
   Church, William Conant
   Church and education
   Church - Cyclopedias

   U.S. - History - Civil war
   U.S. - History - Colonial period
   U.S. - History - French and Indian war, 1755-63

   At Wellesley
   Atala
   At home in the water
   Atlantic monthly

<u>Call numbers and Shelf List</u>

8. Analyze the call number assigned to the following titles:

   a. ~~Wells, H.G.~~, Joan and Peter
   Smith, F. H, Peter

   b. Dilworth, Thomas. The schoolmaster's assistant 12th ed.
   Davidson, J. B. Agricultural ~~engineering~~

9. Give author, title, number of copies and location of each of the books with the following call numbers:

~~358~~
~~F24c~~

973.31
M129s

~~N688c~~

B
T363ben

10. Indicate the correct arrangement of the following numbers in the shelf list order:

942.89	942.08	q942.1	942	942	940.9161	q942
C121	M73h	B46m	H339	H88c	Y8f	G79d

UNIVERSITY OF ILLINOIS LIBRARY

Library Science 12

Section D
1 Oct. 1919
Due 8 Oct. 1919

Problem 2
Call numbers
Shelf list
Card catalog

Write the answers to these questions in the intervening spaces.

1. Classify by means of the Index in the back of the Decimal Classification book which is at the Reference Desk a book on

   a. Clouds eclipses of the sun student dormitories migration of birds

   b. Wireless telegraphy influenza electric cooking appliances steam shovels

   c. the history of Wales Poland Ireland

2. By means of the Shelf list find the author and

   a. Title of the book with the call number

342.73	380	330.973
W69	D91lh	F91a

   b. How many copies of this book are there in the General Library?

   c. In what Seminar libraries are there copies of this book?

3. In the general library is a book with the call number

309.72	940.911
W73m	B87d

Give the call numbers of the books in the general library which should stand on the shelves immediately before and after this book.

4/ Find in the Decimal Classification book kept at the Reference Desk the classification number for books on travel in Hawaii Venice Belgium

Look in the shelf list under this number and find how works on this subject are in the general library

5. Analyze the following call number explaining what each figure or letter means:

759.2	763	782.5
D75g	R34a	H38a

CARD CATALOG

6/ a. What is given on the label of drawer 367 316 66

b. Copy the headings given on the first six guide cards in the order in which they are filed in this drawer. (Guide cards are colored cards which project above the others)

7. Give the call number and author of the book entitled

a. "A study in scarlet" "A window in Thrums"

b. "Lord Jim" Doctor Lavendar's people Mr. Midshipman Easy

c. Stella Maris Jane Field Alton Locke

d. The stricken land The old front line And they thought they wouldn't fight

8. a. How many books by Amy Lowell James Watson Gerard Herbert Adams Gibbons are in the library.

b. Give the title of the most recent one

9. For the book entitled "The red flower" "A country chronicle" "The pardoner's wallet" "The world set free" which has two cards in the catalog copy the call number and first two lines of the

   a. Title card
   b. Author card

   c. Give the title of another book by this author.

10. Make out <u>in full</u> a call slip for

   a. One book by Hamlin Garland Owen Wister Woodrow Wilson

   b. One book on rugs golf concrete economics

   c. The book entitled "Camp fires on desert and lava" "The court of Boyville" "With the French flying corps".

UNIVERSITY OF ILLINOIS LIBRARY
Library Science 12

Section D.
15 Oct. 1919
Due 22 Oct. 1919

Problem 4
Card catalog

Write the answers to these questions in the intervening spaces.

1 Give the call number and author of

a. a biography of Louis XV of France Queen Victoria of Great Britain William II of Germany

b. a biography of John Ruskin James Russell Lowell Thomas Carlyle

c. a bibliography of John Ruskin James Russell Lowell Thomas Carlyle

d. a book of criticism concerning John Ruskin James Russell Lowell Thomas Carlyle

e. the most recent illustrated book descriptive of California Colorado Texas

f. "With those who wait" "The under dog" "By thy rivers gently flowing"

g. the annual report of the Department of the Interior Bureau of education Immigration of the U.S.

h. Papers of the American historical association Journal of the American bankers' association American bar association

2. Give the call number of

a. the 7th edition of Howell's Textbook of physiology 5th edition of Olsen's Textbook of Quantitative chemical analysis

b. the volume of the 1905 edition of Abraham Lincoln's Robert Louis Stevenson's works containing the Lincoln-Douglas debates Travels with a donkey

c. the magazine "Institution quarterly" "Anglo-French review" "Pure products". Does the library receive the current numbers?

3. How many periodicals on refrigeration of poultry does the library have? Give the title of the one published in Chicago.

4. Arrange the following author, title and subject headings in the exact order in which you find them in the card catalog:

a. Stone - bibliog.
Stone gardens (title)
Stoner, Winifred Sackville (author)
Stone, Witmer (author)
Stone, see also
Stone (subject)

Steele, George McKendree (author)
Steel ship builders' handbook (title)
Steel, John Henry (author)
Steel, see also
Steel - Bibliog
Steel - (subject)

b. Cambridge natural history (title)
Cambridge, Mass. Mayor (author)
Cambridge, Frederick Octavius (author)
Cambridge - Parks (subject)

Dublin - history (subject)
Dublin book of Irish verse (title)
Dublin - Public library (author)
Dublin, Louis Israel (author)

c. Howe, Frederick Clemson
How, Walter Wybergh
How the other half lives

Blackie, John Stuart
Black, William
Black arrow

5. a. Give the call number, author, title and publication date of one book on commercial law agricultural machinery Physical geography

b. Mention two other subjects under which you will find material allied to Commercial law Agricultural machinery Physical geography

c. Give the author and title of one book on one of the above allied subjects.

6. A history of architecture by Fiske Kimball Handbook of furniture styles by Walter A. Dyer History of American music by Louis C. Elson, revised edition is on reserve at the Loan Desk.

   a. What is the copyright date?

   b. What is meant in the Index by Guildhalls, 329 ff Empire, 78 et seq Chicago Orchestra 62 et seq?

   c. Where is the list of illustrations?

   d. Is there an extensive biliography in the back or is there one for each chapter?

University of Illinois Library
Library Science 12.

Section D.
8 Oct.1919
Due 15 Oct.1919

Problem 3
Card Catalog
Periodical indexes
Parts of a bock.

Write the answers to these questions in the intervening spaces.

Card Catalog.

1. For "The Appreciation of literature", "Wayside Flowers of summer", Twelve Great Paintings" which has three cards in the Card Catalog copy the call number and the first line of the card filed under

   a. the title

   b. the author's name

   c. the subject of the book

   d. give

      1. the name of the publisher and the place of publication

      2. the year of publication and the year of the author's birth

      3. the number of pages in the book

      4. the title and call number of another book by this author

c. A review published in 1900 1901 1902 of Kipling's Kim Winston Churchill's Crisis William Dean Howell's Heroines of fiction

5. a. About how many magazines are indexed in the Readers' Guide 1915-18?

b. How many articles on cold frames Edward J. de Coppet and the Flonzaley Quartet cotton mills are indexed in this volume?

c. Who is the author of the poem "In Flanders Fields" Story "The first time after" which is indexed in this volume.

6. Give the subject heading used in the Readers' Guide and the title of the article, also name of magazine, volume, inclusive pages and exact date for an account of the effect of the war on immigration to the U.S. organization of the railroads of the U.S. under government control.

7. Suppose there is to be a debate on the question of independence for the Philippines. An article on this subject was published this year in the Literary Digest Nation Current History magazine. Give the exact title of the article, also name of magazine, volume, inclusive pages and exact date. Examine the article and state whether it is for or against Philippine independence.

8. Read chapter VII, parts of a book in the Library Science 12 Manual.

Problem 5

Magazine Indexes

University of Illinois Library
Library Science 12.

Section B
Due Nov.4,1919.

Note: It will be necessary in some cases to obtain the information desired from the magazines themselves, after the reference has been secured from the Magazine Indexes.

1. In which of the Magazine Indexes are the following magazines indexed?

Journal of Accountancy 1914	Textile World 1917
Nature 1903	Open Court 1906
Nature 1913	Open Court 1907
Scientific American 1903	Current Liberature 1905

2. Give the authors and titles of the articles noted below, with references to the dates of issue of the magazines containing them, and the last as well as the first page of the articles; also give title of Index used and subject heading under which you found reference to the article.

On national parks, published in the Countryside magazine three years ago.

on verse libre, published in the South Atlantic Quarterly two years ago.

on church unity, published in the American Journal of theology last year.

Author:

Title :

Date of issue: p. -

Index used: Heading:

on irrigation in Idaho, published in the Engineering news three years ago.

on advertising rates, published in the Inland printer two years ago.

on the petroleum resources of South America, published in the American Institute of Mining engineers bulletin last year.

Author:

Title:

Date of issue:

Index used:

p.

Heading:

on old customs at Oxford University, published in Temple Bar about twenty years ago

on Mediaeval hospitals, published in Dublin Review about twenty years ago

on religious beliefs of Abraham Lincoln, published in Open Court about fifteen years ago

Author:

Title:

Date of issue:

Index used:

3. Give the Title, date and page of the magazir you find several references on the play

p.

Heading:

A pair of Queens (acted three ye

The old lady shows her medals (

It pays to advertise (acted 4

4, a. Give title, volume and pag

a list of fifty or mo

of railroads, compu

putes, and also gi

UNIVERSITY OF ILLINOIS
Library Science 12.

Section G.
Oct. 21, 1919.
Problem due Oct.28, 1919.

Problem 4
Dictionaries

Use only the dictionaries listed in Ch.XI of the Manual. In each reference, give author, or authors (unless too numerous) and title of the work, also volume (if work is in more than one volume) and inclusive paging, as follows:

Murray, J.A.H. New English dictionary. v.2,p.1028.
New Standard dictionary. p.1837-38.

It is not necessary to repeat the title of the book if it is given in the question.

1. In answering this question consult each of the four dictionaries cited in your Manual, give reference to each, and show what information you found there.

   a. Is it correct to put corrupt-ible or corrup-tible music-al or musi-cal when the word has to be divided at the end of a line?

   b. What is the preferred spelling of theatre (or theater) the verb practice (or practise) ?

   c. What is preferred pronunciation of either advertisement ?

   d. The number of definitions given to the noun "crown"

2. Where in Century dictionary do you find
   a. A map of Kansas Illinois
   b. An illustration of the board used in playing puff-billiards
   c. The meaning of "To burn the candle at both ends"
   d. Something about Gargantua, the Cyclops
      Carnegie Institution of Washington

THE UNIVERSITY OF MANCHESTER

3. Where are there illustrations showing the positions of the hand in the single-hand alphabet for the deaf and dumb?

4. Where in Webster's New International Dictionary do you find

   a. Something about Fire Island
   b. the meaning of the abbreviation R.S.A.
   c. of what country the following is a motto and what its meaning is: " Ua mau ke ea o ka aina i ka pono."
   d. the title of the book in which Alan Fairford is a character

5. Give references to where you find answers to the above (question 4) in New Standard Dictionary

   a.
   b.
   c.
   d.

6. a. From Murray's New English dictionary tell in what centuries the word awkward horrible had the spelling "aykeward" "horebyl"

   b. Where did you find this?

7. In what dictionary of synonyms do you find the distinction given between enough and sufficient instrument and tool

8. Under what heading in March's Thesaurus dictionary of the English language are synonyms for heart-ache given and how many pages are devoted to its synonyms and antonyms?

University of Illinois Library

Section D
29 Oct.1919
Due 5 Nov.1919

Problem 5
Encyclopedias
Annuals

Used only the books which are described in Chapter X of the Library 12 Manual. Always give title of the book, date, volume and inclusive paging containing the answer in the following form:
Encyclopaedia Britannica. 1910. v.2,p.609-13
American Yearbook, 1917. p.412-16

General Encyclopedias

1. Give reference to where you find the answer followed by the answer.
   a. What causes the brilliant colors of the dying leaves in autumn?

   b. Where are Panama hats made?

   c. Why is Hallowe'en so called?

2. Give reference to the article on
   a. ceramics lace aqueduct meteorology in the latest edition of each encyclopedia, followed by the name of the author of the article.

   b. Which encyclopedia gives the most detailed information?

   c. Which has the best illustrations?

   d. Which has the longest bibliography?

   e. Give reference from the Index of the Encyclopaedia Britannica to some phase of this subject not mentioned in the above article.

3. Find
   a. biographical facts about Eugene Ysaye Lorado Taft

   b. the most recent article on college dramatics habits merchant marine cotton manufacture in the U.S. irrigation to be found in a general encyclopedia.
      Why is the author qualified to write this article?

   c. in the Encyclopaedia Britannica and in the New International encyclopaedia what is meant by referendum the Mahabharata? In how many places do you have to look in each to find this information?

Annual encyclopedias and almanacs

4. Give reference to where you find the answer followed by the answer
   a. What is the altitude of Champaign distance between Chicago and San Francisco area of Bloomington, Illinois and its population

   b. What State has the greatest percentage of surfaced highways Protestant religious denomination the most members in the U.S.

5. Find
   a. in two yearbooks published in this country a history of the war shipbuilding during 1918.

      Which has the longer article?

   b. the names of Great Britain's Colonies in Europe and considerable information concerning each. Members of the British Parliament a list of the colleges of Oxford University.

UNIVERSITY OF ILLINOIS
Library Science 12

Section E
Oct. 23, 1919
Problem due Oct. 30, 1919

Problem 5
Encyclopedias
Annual encyclopedias

Use only those books listed in Chapter X of the Manual
Give references in the following form:

Encyclopedia Britannica. 11th ed. v.25, p.424-29
American year book, 1913. p.268

It is not necessary to repeat the title of the book if it is given in the question.

Encyclopedias

1. Make a reference to the article on Henrik Ibsen ~~fortifications~~ in the latest edition of each of the three encyclopedias assigned and give the names of the authors of the articles.

2. Where is there a full page portrait of Henry Ward Beecher?

3. Where in the Encyclopaedia Britannica do you find

   a. Where and when the so-called anti-relief party flourished?

   b. a description of the sea cabbage?

4. Give answers to the following, also references to where you found the answers:

   a. What and where is Termonde?

   b. Did the American flag always have thirteen stripes?

   c. Who was Mario Rapisardi?

   d. What is the name of the paper which the Chicago Tribune succeeded?

   e. How did a bleak country like ~~Ice~~ Greenland get such a misleading name?

5. Give reference to where you find a reproduction of ~~Raphael's~~ Si~~stine Madonna~~. Rembrandt's "The syndics of the drapers"

6/ Where is there a map of the main portion of the city of Louisville, Kentucky?

Annuals

7. Where can you find a statement of the Illinois hard roads plan as passed in 1917?

8. Where is there a list of the mayors of New York City?

9. Where is there a table showing the football score of the leading college teams last year?

10. Give reference to where you find a portrait of the English nurse Edith Cavell, who was executed as a spy in October, 1915?

on advertising rates, published in the Inland printer two years ago.
on the petroleum resources of South America, published in the American Institute of Mining engineers bulletin last year.

Author:

Title:

Date of issue: p. -

Index used: Heading:

on old customs at Oxford University, published in Temple Bar about twenty years ago
on Mediaeval hospitals, published in Dublin Review about twenty years ago
on religious beliefs of Abraham Lincoln, published in Open Court about fifteen years ago

Author:

Title:

Date of issue: p. -

Index used: Heading:

3. Give the Title, date and page of the magazine index in which you find several references on the play:

A pair of Queens (acted three years ago)
The old lady shows her medals (2 years ago)
It pays to advertise (acted 4 years ago)

4. a. Give title, volume and page of a magazine index containing a list of fifty or more articles on government ownership of railroads, compulsory arbitration of industrial disputes, and also give the subject heading used.